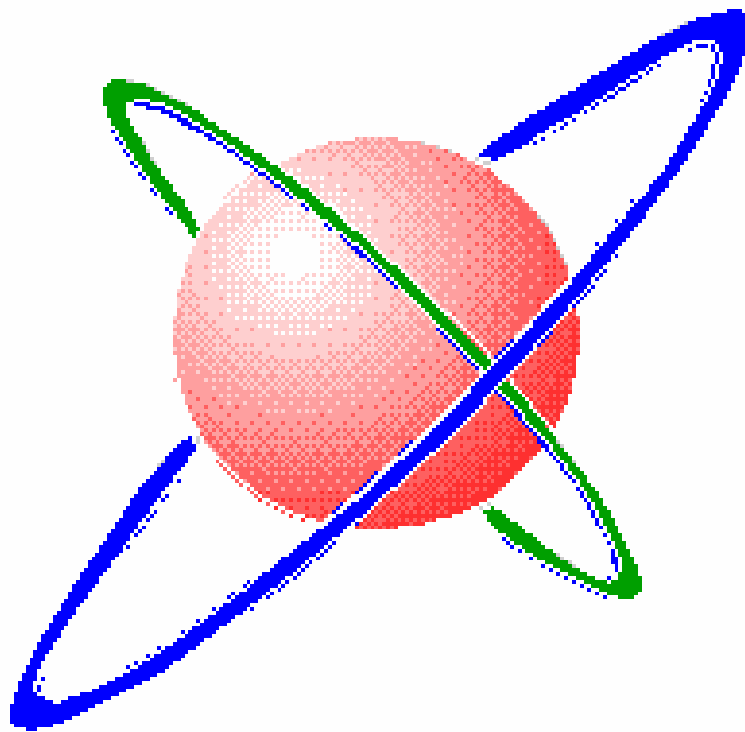


# *ATOMS 2000*



*USER'S GUIDE*

*Version 2.2*

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## 1. INTRODUCTION

### 1.1. What is Atoms?

The Automated Technical Order Management System (ATOMS) is a software product designed to assist users of Air Force Technical Orders (i.e. "official" technical manuals) in ordering these books and managing the associated libraries. Its primary intended audience is Technical Order Distribution Offices (TODOs). It is also used by Technical Order Distribution Accounts (TODAs) who have their own sub-accounts.

ATOMS is designed to be used for Air-Force managed TOs, though some users have found it convenient to also use it to assist in managing local supplements, commercial manuals, and Computer Program Identification Number (CPIN) software.

Briefly, ATOMS includes the following major functions:

- Record what books are needed by you and your sub-accounts
- Create orders for these books and submit them to the order fulfillment and warehouse system, i.e. JCALS
- Record the receipt of book orders and to whom they were distributed
- Manage library records, such as on-hand quantities and latest increment
- Reconcile your data against JCALS and AFTOX
- Produce numerous management reports

All of these functions will be described in (exhausting) detail in later chapters.

### 1.2. What this user guide is and what it isn't

This guide describes how to use the ATOMS software.

It is intended to be more "tutorial" than "reference". That is, we try to explain how to do various tasks within the program and when you might want to do each task. This guide is intended to be read like a novel, cover-to-cover. (So don't skip ahead to the surprise ending.) We have tried to make sections as self-contained as possible and refer you to other sections when necessary. This guide does not give an exhaustive description of every field on every window. For that kind of information, go to the Help screens. The Help screens will be more current than this guide (because software can be updated faster than a users guide can keep up). So if what you see on the screen isn't exactly like a screen shot in this book, don't panic.

This document is not intended to be a guide on how to do the job of a TODO or a TODA. While this user guide inevitably discusses various aspects of the TODO's job in the course of describing the software, it is not intended to be a complete discussion of the job requirements, policies or procedures, and it should not be considered the authority on such subjects. For information about the job of the TODO and TODA, consult TO 00-5-1. For information about Foreign Military Sales (FMS), consult TO 00-5-19. For information about CPINs, consult TO 00-5-17.

Why the split between the User's Guide and TO 00-5-1, when the two manuals are so closely related? The authors of this Users Guide do not have the authority to set policy, so anything we say on the subject would still have to be verified with 00-5-1. The

authors of 00-5-1 are not necessarily familiar with the software, so anything they said would still have to be verified with this Users Guide. Policy may change without affecting the software, and vice versa. So while it may be inconvenient at times to have to go back and forth between two manuals, in the long run this is probably a more efficient practice.

### 1.3. Terminology

You didn't think you could do an Air Force job without learning a whole bunch of new technical jargon, did you? In general ATOMS uses the same terminology used throughout the Air Force when discussing TOs. But we have had to make up a few new terms for concepts specific to ATOMS.

We list here the most important terms that you need to understand to use ATOMS. For a more complete list, see the Glossary, Appendix A.

- **Increment** - A collection of pages that make up a TO or part of a TO that are published as a unit. An Increment may be a Basic (the original TO), a Revision, a Change Package (including Rapid Action Changes), or a Supplement. In addition, in ATOMS, Time Compliance Technical Orders (TCTOs) are processed as Increments.
- **Need** - A requirement for a TO or Increment by a Sub-Account. A Need may be One-time, meaning that the user wants a current copy of the TO or Increment as soon as possible; or Initial Distribution (ID), meaning the user wants to receive new Increments for this TO as they become available.
- **Transaction** - An electronic record requesting some service from the order fulfillment system. The most obvious Transaction is a Requisition, which requests one or more copies of a TO or Increment. Other Transactions are Follow-ups and Cancellations.
- **Document Number** - A string of letters and digits that identifies a Transaction within the TO system.

### 1.4. Conventions used in this guide

Throughout this guide, we (attempt to) use some consistent ways of referring to computer- and system- specific things. Namely:

Names of things in ATOMS are written with an initial capital, to help distinguish them from common uses of the word. For example, in a sentence like, "You need to create a Need": big-N Need refers to a thing in ATOMS; little-n need is the ordinary English word.

Names of menu picks and buttons are written in bold. For example, **Edit Need**.

When you must make a selection from a menu, and that brings up another menu that you must select from, perhaps through a number of steps, we write this as the names of the menu picks separated with right angle brackets (">"). For example, "**Reports > Review Reports > Review Series Report**" means, select **Reports** from the menu bar, which brings up a sub-menu; select **Review Reports** from the sub-menu,

which brings up a sub-sub-menu; select **Review Series Report** from the sub-sub-menu.

### **1.5. Comparisons to prior ATOMS versions**

ATOMS 2000 replaces the DOS version of ATOMS, ATOMS 4.3.2 and all previous versions. If you have never used the DOS version of ATOMS, skip this section. It will probably just confuse you.

ATOMS 2000 is a true Windows program, rather than a DOS program run under Windows. It therefore provides a user interface that should be more familiar to Windows users, such as standard buttons, drop-down lists, menus, use of the mouse, and so on. It is possible to operate ATOMS 2000 using only the keyboard if you prefer.

ATOMS 2000 deals exclusively with Joint Computer-aided Acquisition and Logistics Support (JCALS) -- there is no G022 format in ATOMS 2000 as G022 no longer exists.

Per JCALS direction, in ATOMS 2000 all TOs are requisitioned by Increment and tracked by their JCALS Stock Numbers

Other fundamental changes are listed in Table 1-1. The list is not exhaustive, but should cover enough of the differences to help the "old" ATOMS user make the transition to ATOMS 2000.

For changes in terminology, see Table 1-2.

Table 1-1. Program Differences between ATOMS 2000 and DOS ATOMS

<b>DOS ATOMS</b>	<b>ATOMS 2000</b>
Data tracking done by TO or TCTO Number nearly exclusively	Tracking all increments individually by Stock Number, according to latest JCALS directive
Part 1, 2, 3, and 4 records, electronic replications of previously paper forms	Data organized by functionality; no longer the electronic duplication of a paper form
Part 1 record data	Sub-Account, On-Hand, and TO records
Part 2 record data	ID for TO in TO records; TO request and date in Transaction records; no history of ID quantity
Part 3 record ID requisition data	Record Receipt and Distribution windows
Part 3 record TO Increment data	TO, TO Increments, and Needs windows
Part 4 record one-time requisition data	Record Receipt and Distribution windows
Occasional duplication of data entered	Many automatic database features
Screens mutually exclusive; must leave one before entering another.	Various windows/screens able to be open at one time, allowing for data comparison.
Only one copy of one screen open at any one time; scrolling back and forth between records.	Multiple copies of same window able to be opened, allowing for data duplication check.
No mouse functions; all done with the keyboard	Complete functionality using a mouse, although nearly all procedures still "hot-key" supported
MS-DOS look exclusively using text and text characters	JAVA or more traditional Windows look, both with modern-looking graphical user interface

Table 1-2. Terminology Differences between ATOMS 2000 and Previous ATOMS Programs

<b>Previous ATOMS</b>	<b>ATOMS 2000</b>
Request	Need (tracked/recorded)
Generate a TOPR file	Build Order (create a *.TPR file)
Mark for deletion/Pack	Purge/Re-Index
Accounts' Listing	Master TO Report (MTOR) by Sub-Account
"Load/enter, log in a TO" (Add a Part 1 record)	Edit TO, Add a TO
"Load/enter, log in a TO" (Add a Part 2 and Part 4)	Add a Need
"Load/enter, log in a TO" (Add a Part 3	Record Receipt

record)	
<b>New ATOMS 2000 Terms (stored data fields)</b>	
	Maximum Issue Quantity (MIQ)
	Proponent
	Series
	Transaction
	Publication Stock Number (PSN)
	JCALs Document Number

## 2. GETTING STARTED

In this section we describe setting Preferences and loading some initial data. The fact that this is in a "Getting Started" chapter is not meant to imply that you only enter such data once. Rather, you must enter *some* data of this sort to get started, but you will likely be updating this data and entering more similar data until either you or ATOMS are retired.

### 2.1. Pre-installation Requirements

#### 2.1.1. Platform Requirements

To install ATOMS, you must have a computer with the following hardware and software installed and operating.

- Intel 80486™ or Pentium or equivalent microprocessor-based PC
- 128 MB RAM
- Hard disk drive with 40 MB free
- Windows-compatible printer (not strictly required but helpful)
- An internet connection (to submit orders)
- Microsoft Windows™ 98, 2000, NT, or XP
- Adobe™ Acrobat Reader (To read this Users Guide. Of course if you don't have it, then you probably aren't reading this, so it does little good to tell you here that you need it.)

#### 2.1.2. User Education Requirements

An ATOMS 2000 user must have a basic knowledge of the following to use the program effectively in managing TO Distribution Organization and its Sub-Accounts:

- Air Force Technical Order System (TO 00-5-1)
- Windows

Some knowledge of the Web and File Transfer Protocol (FTP) Internet services is also helpful but not necessarily required.

(Knowledge of previous incarnations of ATOMS is not a requirement.)

### 2.2. Download and Installation

The first step in using ATOMS is to obtain a copy and install it on your computer.

ATOMS is a "desktop program": Each user normally has his or her own copy of ATOMS installed on his or her own desktop, rather than running off a server. This means that each computer has its own database, and only someone on that computer can access that data. If you require multiple databases or multi-user access, see Chapter 8 for "Special Configurations".

ATOMS may be downloaded from the Technical Data Branch web site. Go to <http://www.ide.wpafb.af.mil>, select **TO System Information**, and then from the next screen select **ATOMS Installation Files**. This screen includes information about the

versions currently available and what has been approved by each MAJCOM. Click on the version number appropriate to your MAJCOM to be taken to a screen with installation instructions. If anything in the instructions there contradicts this Users Guide, the web page is probably more current. Then scroll to the bottom to the link to the actual install kit. Click on this link to download the install kit. (With some browser configurations, you may have to right-click and select **Download** from the pop-up menu. Other browsers will download with a left-click.)

The install kit is delivered as a zip file. Unzip the files into a temporary directory. (Be sure you check the box to preserve sub-directories.) In some configurations you can run the install directly out of the zip file: If you can see the contents of the zip file in Windows Explorer, you should be able to run without unzipping.

One of the files available should be "setup.exe". This may show up as simply "setup" in Windows Explorer. Double-click this file to begin the install.

Note: If you do not have access to the web or are unable to download the install kit, contact the Help Desk to get an install kit on CD. When you install from a CD, you do not have to unzip the files. You normally do not have to find setup.exe, as the install should begin automatically when you insert the CD in the drive.

Setup asks a few questions to prompt you through the install process. Any instructions in Setup supersede this Users Guide as they will be more current.

Setup asks if you want to install the Java Runtime Environment. This is a product produced by Sun Microsystems that is used by ATOMS. Setup tries to determine if you already have a usable version of Java installed. If it finds one, it defaults to using the existing Java and does not install another one. If it doesn't find one, it assumes you need to install it. If there is some doubt, install the Java Runtime Environment. It won't hurt anything to have two copies except for wasting some disk space.

Next, Setup asks if you want to install ODBC. This is a product produced by Microsoft that ATOMS uses to convert data from ATOMS 4.3.2. As with Java, Setup tries to determine if you already have a usable version of ODBC installed and defaults appropriately. However, if you will not be converting data from an old 4.3.2 version, you should uncheck the ODBC box: you don't need it. Again, it won't hurt anything if you install it when you don't need it; it will just waste a bunch of time and disk space.

Finally, Setup asks what directory to install Atoms in and what to call the ATOMS submenu on your Start menu. The defaults should work, though you are free to change them if you like. The only thing that should force you to change them is if you need to install to a drive other than C:.

Then click **Install** and it will start installing. If you're lucky you won't get any error messages and the job is done. If you get errors, call the Help Desk for assistance. We hate to see you get frustrated this early in the process. (We prefer to save the real frustration until later.)

## 2.3. Setting Preferences

### 2.3.1. Essential Preferences

Once you've installed the program, you must set some Preferences. There are a few Preferences that must be correct before you can do useful work. These are listed in Table 2-1. Most of these are set automatically during Setup and you shouldn't have to worry about them; some you must fill in yourself. The remaining preferences are mostly matters of look and feel: they describe how you would prefer the screens and reports to look, names of working directories, and the like, without having much impact on actual functionality. Set the essential preferences now. The rest you can leave for later if you prefer.

Table 2-1: Essential Preferences

Preference	Required to ...
You must set ...	
TODO Code	submit orders
JCALs TM Account	submit orders
Account type	submit orders
FTP tab	submit orders
Proxies	AFTOX reconcile
MAJCOM	prepare EN metrics
Set automatically during Setup ...	
Database directory	do anything
AFTOX web address	AFTOX reconcile
JCALs ARR format	ARR reconcile

### 2.3.2. Preferences Tabs

To reach Preferences, from the menu bar select **File > Preferences**.

For specific descriptions of all the individual Preferences, select **Help** from the Preferences window. Here is some general information:

The Preferences window is divided into nine tab panes. Each tab pane contains options that are related to each other, except for the two "general" tab panes that contain all the left over bits and pieces.

#### 2.3.2.1. Directories Tab

Specifies where your data is stored. When you install ATOMS, the directories are all set to sub-directories under the directory where you installed the program. A blank database is installed in the Database directory; the rest of the directories are initially empty except for a small text file that briefly describes what goes in that directory. Various functions in ATOMS will save files in these directories. Normally, there will be no reason to change them.

It is generally a good idea to use **Browse** to select directories rather than trying to type them in, to avoid the potential of spelling errors or typos.

#### 2.3.2.2. Backup Tab

Specifies where backups should be stored. You can create up to three backup locations. During install, ATOMS creates one default backup directory: a subdirectory

under your install directory called "backup". By default ATOMS rotates backups among these three locations. The first time you make a backup it is saved in backup directory #1; the second backup is saved in backup directory #2; the third is saved in backup directory #3; and then the fourth goes back to #1 and around and around. This way if something messes up your database but you don't notice until after you've made a backup, or if you have hardware problems that destroy not only your current database but also a backup, you have two more chances to recover any data. We encourage you to put the backups on different physical devices if possible, like put one on your local C: drive and the other two on two different network drives, or put one on a thumb/flash drive, or whatever you have available. If all your backups are on your C: drive and your C: drive fails, you have no recourse.

#### 2.3.2.3. TODO Tab

Specifies information about yourself. If you are not a TODO, some of this information is about you and some is about your TODO.

The most important thing here is your JCALS TM Account Number, also known as the JCALS Address Code. This is attached to any orders you submit, and is what the warehouse uses to look up your shipping address so they can actually send you the books you want. The other identifying information – Name, Phone Number, and TODO Code – are also sent along with orders. If you are a Sub-Account and not a TODO, enter your TODO's TODO Code and JCALS TM Account here.

There is a one-to-one correspondence between a TODO Code and a JCALS Account Number. If you know your TODO code but not your JCALS TM Account number, you can look it up at <http://www.ide.wpafb.af.mil/toprac/todolist/todoq.htm>.

Your MAJCOM is used when sending EN metrics to LGYE. LGYE monitors how quickly books are being shipped and that sort of thing, and they break their statistics down by MAJCOM.

Expiration Date and Warning Date only apply if you are a contractor. If you enter the Expiration Date of your contract here, then when that date gets close ATOMS will start giving you warnings to make sure you get your contract renewed.

The Account Type information is used to determine how your orders are submitted. If you are an Air Force TODO or a contractor who works at an Air Force facility, you should select "I am a TODO" and "FTP to Gateway". This submits your orders directly to the fulfillment system. If you have a TODO code this is probably what you should select.

If you are a contractor whose orders must be submitted through your Contracting Officer, select **E-mail to Contracting Officer**. In this case you will also have to make sure that your E-mail is set up correctly on the **E-Mail/Web** tab.

If you are a Sub-Account whose orders are submitted to your TODO, select **I am a Sub-Account** and enter your Sub-Account Number, that is, the number your TODO has assigned to distinguish you from other Sub-Accounts that he may serve.

#### 2.3.2.4. FTP Tab

Specifies information needed to connect to the Automated InterSite Gateway (AISG), which forwards your orders to the fulfillment system.

You must fill in the Gateway address and your User Name. These should have been given to you when you were promoted to TODO. For security reasons, the password is not stored in Preferences, but must be entered each time you submit an order.

FTP has two “modes”: Active and Passive. You don't need to worry about the technical distinction between them. All you have to worry about is: Sometimes base firewalls prevent you from connecting in one of these modes. If you can't connect to AISG in one mode, switch to the other and try again. If that works, great! If it does not, contact your local network people or the Help Desk for further assistance.

#### 2.3.2.5. ETIMS Tab

Specifies information needed to send data to ETIMS. This is filled in for you during install. The User Name is the same for all ATOMS users. If and when you need to send data to ETIMS, you will be given a password.

#### 2.3.2.6. Proxy Tab

At some bases you must go through a Proxy Server to connect to the Internet. This provides various security functions.

At present this is only relevant to the AFTOX interface (see Section 5.6.2 Reconcile AFTOX). If you cannot connect to AFTOX, you may need to enter proxy information here.

The easiest way to get information about your Proxy Servers is usually to copy it out of Internet Explorer. If you can reach the outside world through Internet Explorer, somebody has probably already entered any required proxy information there for you.

Note: The following discussion is accurate for Internet Explorer version 6.0.2800. If you have a different version it may not be exactly the same, but odds are it will be similar.

In Internet Explorer, select **Tools > Internet Options > Connections**. Click the button for LAN Settings (at the bottom of the window), then on the next window click Advanced. You may have a single Proxy Server that is used for all protocols, or they may be different. Copy the **HTTP Address** and **Port** from Internet Explorer to the corresponding boxes **Proxy Address** and **Proxy Port** in ATOMS. Copy **Secure Address** and **Port** from Internet Explorer to **HTTPS Address** and **Port** in ATOMS. We recommend you use the Windows Copy and Paste functions rather than trying to memorize the value and retype it, to avoid faulty memory or fumbling fingers: If you don't get this letter-for-letter correct, it won't work.

Some bases use more complicated proxy setups that have complex conditions, so they can't use the simple fill-in boxes in Internet Explorer. Or your Internet Explorer may never have been set up. If the above procedure doesn't work, contact your local network people for assistance. (Note: The ATOMS Help Desk probably cannot help you with proxy problems: they do not know how the proxies at your location have been configured. Your local network people are far more likely to be of assistance. The ATOMS Help Desk can assist your network people if they have questions about ATOMS network requirements.)

#### 2.3.2.7. E-Mail/Web Tab

The top part of this tab contains connection information for sending e-mails from within ATOMS. The bottom part contains connection information for the AFTOX interface.

You only need to worry about the E-Mail part if you are a contractor and want to send your orders to your Contracting Officer by E-Mail, or if you are a Sub-Account and send your orders to your TODO by E-Mail.

In either case, the hard part is to find an E-Mail server, also known as an SMTP server, which can route your e-mails. You will have to get the name of an SMTP server from your local network people. Note this is not the same as an Outlook server.

**My E-Mail Address** should be straightforward: fill in your own e-mail address, which is used for the return address on e-mails you send out.

**Send Orders To E-Mail Address** is the address that your orders will be e-mailed to.

The bottom part, AFTOX, is filled in for you during install. If this changes, we will attempt to contact you with new information.

#### 2.3.2.8. General 1 & 2

These tabs have miscellaneous stuff that didn't fit on other tabs. Most of these relate to the look and feel of ATOMS. See the Help screens for explanations of each.

There are two Preference settings intended to make it a little harder for you to hurt yourself: Allow Imports and Allow Distribution Edit.

**Allow Distribution Edit** must be checked for you to be able to make manual changes to Distribution records. Distribution records are created automatically by ATOMS and should not normally be changed. So we make you go to the extra step of checking this box before we let you edit them so you are less likely to do this accidentally.

Similarly, **Allow Imports** must be checked for the **Utilities > Import** menu pick to be available. This feature lets you fill the ATOMS database with data from another database, a spreadsheet, or a hand-typed text file. This can be a handy and powerful tool: You can use other software products to generate data or manipulate it in ways that are not available in ATOMS, and then import it into your ATOMS database. But it is also dangerous: There are only minimal validity checks on an import, so you could introduce all sorts of inconsistent or absurd data this way. We provide the feature for advanced users. The extra step of checking a box in Preferences before you can do it is to prevent those who may just be exploring menus from accidentally destroying their data.

## 2.4. Initial Data Load

Now that you're the proud owner of an ATOMS database, you no doubt want to get some data in it and start working. How do you do that?

There are several ways:

1. You can type all your data in using ATOMS edit screens. If you are starting up a new TODO office, this is how you will have to get most of your data in, but see #4.
2. If you have an old ATOMS 4.3.2 database, ATOMS 2000 is able to convert it for you.
3. If your office has placed orders before, you can import your ID quantities from JCALS.
4. You can import lists of TOs and Increments from AFTOX.

The above methods are not mutually exclusive. #3 and #4 are typically done together, and of course #1 will be done with all the other options.

Typing in the data should be pretty straightforward. It may be a lot of work if you have a lot of data, but it's not hard to understand. See Section 4.1.

#### 2.4.1. Converting from ATOMS 4.3.2

This is only applicable if you have an ATOMS 4.3 or 4.3.2 database to convert from.

From the ATOMS menu bar, select **Utilities > Convert Legacy Data > Convert from ATOMS 4.3**. If your ATOMS 2000 database is not empty, ATOMS will ask if you are sure you want to do this conversion, because a conversion will erase any existing data. If you run the conversion twice – perhaps because there were problems with the first attempt -- you will get this message on the second conversion, because the database is filled with data from the first conversion. If you think that you are working with a blank database and you get this message, you may want to check just what's in there before you proceed.

Next ATOMS asks for the location of the old ATOMS 4.3 files using a standard Windows open window. Type in or navigate to the correct directory and click Open.

The conversion process then begins. There is not much for you to do while it happens but sit back and watch the numbers roll.

When it's done you should check over the results to make sure the conversion was correct. As ATOMS 4.3 and ATOMS 2000 have very different philosophies, some things may not convert well.

Two points require special attention.

1. ATOMS 4.3 stores some totals separately from the numbers that make up those totals, that is, it stores numbers for each Sub-Account and also the total for all Sub-Accounts, and sometimes they don't add up. In these cases the conversion to ATOMS 2000 puts any difference into a dummy Sub-Account. This account is given a number that is all 9's and higher than any real Sub-Account number, like 999 or 9999.

2. In ATOMS 4.3, TCTOs were treated as TOs. In ATOMS 2000, TCTOs are treated as Increments of a TCTO Header, which is treated as a TO. To handle this requires a second step to the conversion. This step "demotes" any TCTOs entered as TOs to Increments. For this to work, make sure the Symbol for each TCTO Header is "S", and the Symbol for each TCTO (that is entered as a TO) is "T". There must be a TCTO Header for each TCTO, which means that they must both have the correct Symbols and the TO Number of the Header must be a prefix of the TO number on the TCTO. This is how the data was supposed to have been entered in ATOMS 4.3.2, so you should not have to do major rework, you should just have to verify that the data was correctly entered and fix any mistakes. You can check and set this in ATOMS 4.3 before running the conversion, or in ATOMS 2000 after running the conversion; either way will work.

Then run **Utilities > Convert Legacy Data > TCTO Conversion Tool**.

#### 2.4.2. Filling your ATOMS Database from AFTOX

AFTOX contains lists of existing TOs and Increments with some useful information about them. Rather than type all this information into ATOMS yourself, you can pull it from AFTOX.

Note 1: To do this, we use the **Reconcile AFTOX** function. The intended purpose of this function is to compare the contents of your ATOMS database to AFTOX

and reconcile any discrepancies. But some of our users figured out that they could outsmart the computer and the programmers and use this function for a very different purpose. It works, but the terminology is not quite appropriate: we are not “reconciling” anything. Don’t worry about this.

Note 2: Before you do this, you must have the Preferences for AFTOX and Proxies set correctly. See Preferences, sections 2.3.2.6 and 2.3.2.7.

To begin, you must determine what Series of TOs you are interested in. You may have any number of Series. For this purpose, a Series is simply a prefix to a set of TO numbers. For example, you might decide that you need 00-1’s, 1F-16’s, 11A10’s, and 33-1’s. You will be given the opportunity to pick and choose individual TOs within a Series, so it’s okay if a Series is “bigger” than what you need, but you don’t want to pick Series that are so big that you get a lot of irrelevant junk to sort through – like asking for Series “1”. You can do all your Series at once or you can do them one or a few at a time.

For most users, ATOMS can connect directly to the AFTOX server. Some users have problems with firewalls or other security or communications methods and so must download the AFTOX data separately and then import it into ATOMS. Other users – mostly contractors – are not authorized to connect to AFTOX but can get the data on a CD. We’ll discuss these methods in turn.

#### 2.4.2.1. Direct connection

From the ATOMS menu bar, select **Reconcile > Reconcile AFTOX**. On the next window, if the Web radio button is not selected, select it. Then enter one or more Series numbers. You are not limited to two Series just because that’s how many boxes appear: Once you enter a second one a new box is added beneath it, and after five or so a scroll bar appears.

Then click **Ok**. ATOMS displays a progress window while the data downloads – if your list is short and you’re lucky this might pop by quickly. Then you are asked how you want the list sorted. For this you probably want them in order by TO Number, but you can use whatever is convenient.

ATOMS displays another progress window while it processes the data. Then it shows you a list of all the TOs in the Series you selected. Under the Reason column it should say “TO not found” or “TCTO header not found”. (If you’re starting from an empty database, these should be the only messages you see. For a true reconcile where you already have data, there are a number of other possible messages. See section 5.6.2.) To add a TO or TCTO header to your ATOMS database, check the box in the right-most column of the line for that TO. As there are likely many many TOs on this list, it may be more convenient to click the **Set All** button on the right to check all the boxes and uncheck the few you don’t want. You can also select a range of TOs by clicking on the first row in the range and shift-clicking on the last, and then click **Set Selected** to choose all the TOs in that range. When you’re happy that you have the correct TOs checked, click **Modify Database** to add these to your ATOMS database.

#### 2.4.2.2. CD

From the ATOMS menu bar, select **Reconcile > Reconcile AFTOX**. On the next window, if the File radio button is not selected, select it. Then click **Browse** to get a standard Windows File Open box. Navigate to your CD and select the AFTOX file. If

there is more than one, you will have to do one at a time. If you know the full path to the file you can type it in directly, but it's usually easier to **Browse** and avoid having to get the spelling exactly right.

After that the steps are the same as for a direct connection.

#### 2.4.2.3. Separate download

In your web browser – that is, outside of ATOMS -- in the address bar, type “https://techdata.wpafb.af.mil/teststuff/aftox/atomsaftox.asp?todocode=xxxx&series=yyy y”, where “xxxx” is your four-digit TODO code and “yyyy” is the Series you are interested in. You can enter more than one Series by separating them with commas, such as “series=1F-16,33-1”. Press enter and the screen should fill with some very difficult to read data, but don't worry, it's for the computer to read, not a human. Use the browser's **Save As** function to save this to a file. Then go back to ATOMS and from the menu bar select **Reconcile > Reconcile AFTOX**, select **File**, and **Browse** to the file that you just saved from the browser.

After that the steps are the same as for a direct connection.

#### 2.4.3. Filling your ATOMS Database from the JCALS ARR

A JCALS Account Reconciliation Report (ARR) lists all the TOs for which you are on Initial Distribution with the assigned quantities. You can import this information from the ARR into ATOMS.

The first step is to get a copy of your ARR from JCALS. This is done outside of ATOMS. Contact the CAF at Eglin AFB for information on obtaining an ARR.

Then from the ATOMS menu bar, select **Reconcile > Reconcile ARR**. A standard Open window appears. Navigate to the directory containing the ARR file, select it, and click Open.

ATOMS asks what to sort the report by. TO Number is probably a good choice in this case.

A report is displayed listing all the TOs in the ARR with the message, “TO not in database”. (If you're starting from an empty database, this should be the only message you see. For a true reconcile where you already have data, there are several other possible messages. See Section 5.6.1.) Normally you want to click **Set All ARR** to accept all of these. If you wish you can pick and choose by checking the box on the line for each TO. Once you've selected which IDs to add to your ATOMS database, click **Modify Database** to do the update.

### 2.5. Establishing Sub-Accounts

The final step to getting started is to establish your Sub-Accounts. If you are converting from an old ATOMS 4 database, these will be created as part of the conversion process. Otherwise you should set them up now.

You should create a Sub-Account for each group of people who will be requesting books from you. In ATOMS, each Sub-Account is assigned a number. You may simply number them 1, 2, 3, 4, etc. If you prefer you may create a system. For example: all engine shops have numbers in a 1000 series, all flight line teams have numbers in a 2000 series, etc. The numbers used to identify Sub-Accounts have no significance of themselves in ATOMS – they're just identifiers. As no one other than you and your Sub-

Accounts will normally see these numbers, use any numbering system convenient for your situation.

If you are a TODO, these are true Sub-Accounts. If you are yourself a Sub-Account, you can still have Sub-Accounts of your own. These are sometimes called Sub-Sub-Accounts, but ATOMS simply calls them Sub-Accounts.

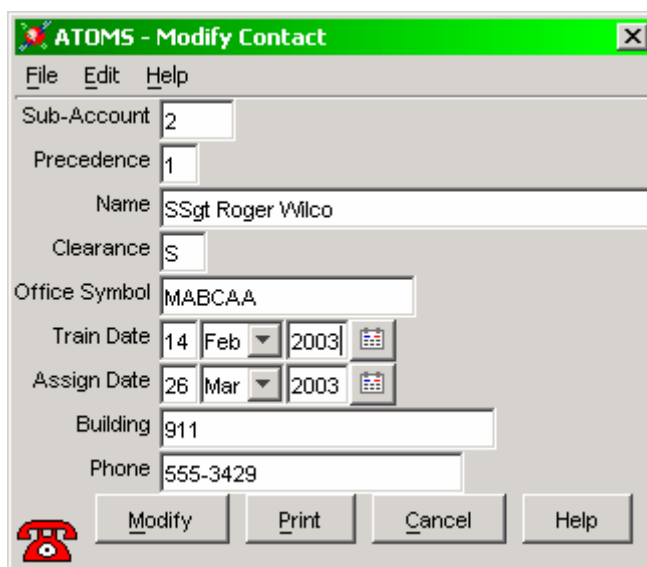
Most ATOMS users create a Sub-Account for themselves, to represent their Unit Library or other “general purpose” library. It is common to make this Sub-Account 1, but again, the numbers have no special significance.

There is one exception to the “no magic numbers” rule: During an ATOMS 4.3 data conversion, if there are inconsistencies in the data, ATOMS 2000 creates a “dummy account” to hold the discrepancies. This Sub-Account is given a number that is greater than any real Sub-Account number and consists of all 9's, like “999”.

When you create a new Sub-Account, ATOMS gives it a default Sub-Account number of one more than the highest existing number (ignoring the dummy account if one exists). This is just intended to save you from having to go back and forth checking the numbers: you may freely change it if you like. The only restriction is that two Sub-Accounts cannot have the same number.

For each Sub-Account you should also create one or more Contacts.

*Figure 2-2. Contact Window*



Most of the fields on this window should be self-explanatory: Name, Office Symbol, Phone Number, etc.

Precedence is used to distinguish multiple Contacts for the same Sub-Account. The primary Contact should be given Precedence 1, the secondary Contact is Precedence 2, and so on.

## 3. THE GREAT WHEEL

### 3.1. The Three Key Functions

The TODO's job centers around three key functions: Collecting requirements from Sub-Accounts, preparing and submitting orders for these books, and distributing these books to the appropriate people when they arrive. Other tasks support these functions: audits, reviews, and reports all serve to verify that you did indeed order the correct books and that you have received them, properly filed them, etc.

The ATOMS program parallels these job functions with three key program functions: Add Need, Build and Send Order, and Record Receipt. Everything else in ATOMS supports these functions.

Chapter 4 describes how to use these functions in ATOMS. This chapter describes the basic ideas.

#### 3.1.1. Needs

An ATOMS Need is a requirement by a specific Sub-Account for a specific TO or Increment. There are two possible Demand codes for a Need: One-time and Initial Distribution (ID). A One-time Need, as the name implies, is used to request a copy of the book now, with no implication about future requirements. An ID Need requests that you receive updates to the book as they are published. A One-time Need is like a conventional order; an ID Need is like a subscription. An ID Need is often accompanied by a One-time Need, so that you receive a copy of the book now and also any future updates. Because this is a common thing to want to do, ATOMS includes a feature to create such pairs automatically.\*

Every Need must include three essential pieces of information: The TO Number of the book required, the Sub-Account that requires it, and the Quantity. A One-time Need may also name a specific Increment. If you do not specify an Increment on a One-time Need, this means that you are requesting all current Increments, as a set. You cannot name an Increment on an ID Need, because this would not make sense. (That would be like saying that you want to subscribe to the June issue of a magazine. You don't subscribe to an issue: you subscribe to the magazine as an ongoing publication.)

#### 3.1.2. Orders

ATOMS creates Orders from Needs. This is a purely mechanical process requiring no human intervention beyond pushing the **Build Order** button.

When ATOMS builds an Order, it does four things:

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\*Other documentation on the TO system often refers to One-time Needs as "requisitions". In ATOMS we avoid this term because it is ambiguous: "requisition" is used to refer to any Need, whether One-time or ID, and the same term is also used to refer specifically to One-time Needs as opposed to IDs. That is, in the conventional terminology, there are two kinds of requisitions: ID's and requisitions. This makes it difficult to talk intelligently about the differences between them. We did bow to convention and use the phrase "ID plus Requisition" rather than "ID plus One-time" when you create a pair.

1. For any Need marked ID-plus-Requisition, ATOMS breaks the Need into two: one for the ID, and one for the requisition, i.e. One-time.

2. Orders do not include Sub-Account details, because no one outside your organization is concerned about internal Sub-Accounts. So ATOMS combines all the Needs for the same TO and with the same Demand code into a single Transaction. This Transaction has the total of the quantities from all the Needs that it is made from.

3. A Document Number is created and assigned to each Transaction. This Document Number is then posted into the Needs so they can be connected.

4. Cancels and Follow-ups are also collected. (See Section 7.3.2.)

The Order is then ready to send. If you are a government TODO or a support contractor, you usually send the Order directly to the fulfillment system, via the Automated Intersite Gateway. If you are an outside contractor TODO, you send the Order to your Contracting Officer via e-mail. If you are a Sub-Account, you send the Order to your TODO via e-mail. These all involve different communications methods, but the principle is the same: you send a file containing order information over a wire to someone who will process it or pass it on to the next step.

### 3.1.3. Record Receipt

When a shipment of books arrives, you use **Record Receipt**. The **Record Receipt** window tells you which of your Sub-Account ordered these books. If this is a partial shipment, it gives you information to help you decide which of your Sub-Accounts to satisfy with the available stock and which to leave waiting, such as current On-Hand quantities as compared to total requirements. When you specify which Sub-Accounts you are giving stock to, ATOMS updates On-Hand quantities and makes entries that are used later for Distribution reports.

## 3.2. Supporting functions

### 3.2.1. TO and Increment lists

Before you can record a Need for a TO, you have to tell ATOMS that this TO exists. Before you can record the receipt of an Increment, you have to tell ATOMS that this Increment exists. Thus, there are edit screens in ATOMS where you record the existence of TOs and Increments and enter various background information about them.

Some users have been confused about the difference between “adding a TO” and “ordering a TO”. In ATOMS, when you add the TO you tell ATOMS things about the book itself, like whether it is classified or if it is a commercial manual. To order a TO you add a Need, which tells ATOMS things like which Sub-Account wants the book and how many copies they want. Note that TO information, like whether or not a TO is classified, has nothing to do with a Sub-Account. A classified book is classified whether Bob asks for it or Mary asks for it: It is not classified for Bob but unclassified for Mary. We can enter TO information without knowing which Sub-Accounts want the book or anything about those Sub-Accounts.

Thus, by having separate screens for “Add TO” and “Add Need”, we save you from having to enter the same information twice: You do not have to tell ATOMS whether a book is classified every time you create a Need for it; you just say this once. Not only does this save some work, but it avoids the possibility of contradictory information. What would it mean if in the Need for Bob you said that the book was classified but

in the Need for Mary you said that it wasn't? Any information you enter might be wrong, of course, but if there's only one copy, then there's only one place to fix when you discover that it's wrong.

Admittedly, this does mean that you have to go to two separate windows the first time you have a requirement for a TO: you must fill in one window to add the TO, and another window to add the Need. But there's no more to type than if it was all on one window, so the cost is small. It takes just one click to bring up the TO window from the Need window. It takes zero clicks to bring up the Add Increment window from the Record Receipt window, because if you give an Increment number that isn't already on file ATOMS displays the required window automatically.

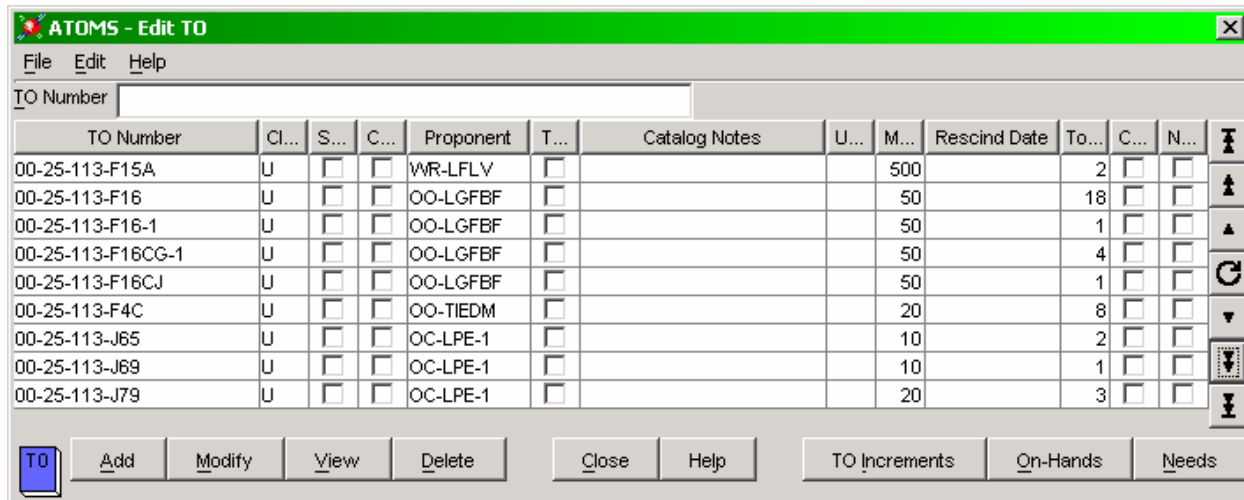
## 4. THINGS THAT APPLY TO MANY DIFFERENT WINDOWS

ATOMS uses some common techniques and formats across many different windows. For example, all the edit windows look very much alike. They all have the same buttons and use the same procedures. Thus, if you can master one edit screen, you should have mastered them all. (This does have the drawback that it might be easy to get confused about which window you're on, but we attempt to alleviate this by putting a cute little identifying icon in the lower-left corner of each.) Similarly, all the reports work pretty much the same. Date fields have the same format everywhere they may be entered. And so on. This chapter describes some of these common features.

### 4.1. Edit List

Figure 4-1 shows a typical edit list window – the Edit TO window in this case.

*Figure 4-1. Typical Edit Window*



Let's examine each of the parts of this window.

#### 4.1.1. Record Navigation

The bulk of the window is taken up with a display of some of the records from this file. There is one row for each record and one column for each field in the record. If all the fields do not fit on the window, ATOMS adds a horizontal scroll bar.

Normally all the records in a file will not fit on the window at once. There are several methods to get to different records.

One way is to use the "VCR buttons" on the right. There are seven of these:

- ▮ The top button – the "double-arrow up to a bar" – takes you to the first screen-full of records in the file.

- ▮ The bottom button – "double-arrow down to a bar" – takes you to the last screen-full of records.

- ▮ The second button – "double-arrow up" (no bar) – takes you up one page.

- ▮ The second from the bottom – "double-arrow down" – takes you down one page.

▲ The third button – “single arrow up” – takes you up one record.  
▼ The third from the bottom – “single arrow down” – takes you down one record.  
🔄 The middle button – “tail chaser” – repaints the window starting with the same record. Use this button when you have updated data using a different window and want to see those updates reflected here, or when you are in a multi-user environment and other users may have updated data.

If you prefer, you can use the keyboard:

**Home:** first screen

**End:** last screen

**Page Up:** up one page

**Page Down:** down one page

**Cursor Up:** up one line in the table if there is another record above; **Cursor Up** from the top record re-paints the display up one record, like “single arrow up”

**Cursor Down:** similar to **Cursor Up** but in the opposite direction

Finally, you can enter a key value to jump directly to the desired place. In this example the key to the file is the TO Number. Type in a TO Number at the top and the screen re-displays from that value. Note that you do not have to enter a complete TO number: As you type, the screen jumps to records whose TO numbers begin with the given value. For those interested in technicalities: If the value you type exactly matches the value in a record, the display begins with that record. If it falls between two records, then the first row on the display is the one that comes before and the second row is the one that comes after. For example, if you entered “33-1-5” and you have no such TO on file, but you do have a “33-1-2” and a “33-2-4”, then the display would begin from “33-1-2”.

Some files have more than one index that you can use for sorting and searching, and some indexes use more than one field. For example, for On-Hand records (see Figure 4-2) you can search by Sub-Account Number plus Stock Number, by Stock Number plus Sub-Account Number, or by TO Number plus Stock Number plus Sub-Account Number.

Figure 4-2. Edit On-Hand

ATOMS - Edit On-Hand

File Edit Help

Sort By TO Num, Stock Num TO Num Stock Num Sub-Account Num

Sub...	TO Num	Stock Num	Qty	Last Change...
104	00-25-113-2835	00T004359000006	3	7 Dec 2001
156	00-25-113-2835	00T004359000006	1	30 Oct 2002
25	00-25-113-6340	00T004362000006	2	7 Feb 2005
37	00-25-113-6340	00T004362000006	0	7 Feb 2005
25	00-25-113-A10	00T005613000006	1	7 Feb 2005
37	00-25-113-A10	00T005613000006	0	7 Feb 2005
46	00-25-113-A10	00T005613000006	1	30 May 2002
324	00-25-113-A10	00T005613000006	1	30 May 2002
97	00-25-113-AGM129	00T005588000006	1	5 Feb 2002

Add Modify View Delete Close Help

In these cases, there is a **Sort By** drop-down. Select the sort order that you want. The search fields change to match the requested sort order. Then type a value into the first field. If there are many records with this value, the record you are looking for may still not be visible on the screen. In the On-Hand example, if you sort by TO Number plus Stock Number plus Sub-Account Number, there are likely many records with any given TO Number. Typing in the TO Number just gets you to first of these. You can then type in a Stock Number or part of a Stock Number to jump ahead in this list. If the full TO Number plus the full Stock Number is still not sufficient to get you where you want, you can type in a Sub-Account Number.

The order of the fields in a **Sort By** makes a difference. Sub-Account plus Stock Number is not the same as Stock Number plus Sub-Account. Sub-Account plus Stock Number means, first list all the records for Sub-Account 1, then list all the records for Sub-Account 2, then list all the records for Sub-Account 3, etc. Within Sub-Account 1, list them in order by Stock Number. Within Sub-Account 2 list them in order by Stock Number. Etc. But **Sort By** Stock Number plus Sub-Account means to first list them in order by Stock Number, and then within each Stock Number, list them in order by Sub-Account.

Note that you should not normally leave the first field in a list of search fields blank and type something in to the second field. If you do ATOMS takes this to mean that you are looking for records where the first field is blank – in this case, blank doesn't mean "any", it means "blank".

You can use the search fields and the VCR buttons together. Type in a partial key to get you to the general area, and then use the VCR buttons to page up and down. This can be handy if you want to browse, say, all the On-Hand records for a certain Sub-Account.

#### 4.1.2. Edit Actions

You do not change the contents of records on this window. Along the bottom of the window is a row of "action buttons". You use these to get to the window where you can make changes. (We'll discuss how this second window, "Edit One", works in section 4.2. For now, let's just talk about how to get there.) This row of buttons may look a little different depending on your Preferences and which file you are editing, but it always includes the following buttons:

**Add:** Add a new record to the file. The Edit One window is displayed with all the fields blank, or sometimes with some default values filled in.

**Modify:** Select a record in the table (by clicking on any field in the row of the record you want to edit). Then click the **Modify** button to bring up an Edit One window with the data from that record filled in and available for modification.

**View:** Select a record in the table (by clicking on any field in the row). Then click the Modify button to bring up an Edit One window with the data from that record filled in. This looks a whole lot like **Modify**, except that you cannot change the data on a View window. This is included just in case you are nervous that you might accidentally lean on the keyboard and unintentionally make changes.

**Delete:** Select a record in the table (by clicking on any field in the row). Then click the **Delete** button to bring up an Edit One window with the data from that record filled in. You can then click the **Delete** button on the Edit One window to confirm the de-

letion. (We make you look at the record before deleting it to reduce the possibility of accidentally deleting the wrong record.)

**Close:** Close this window.

**Help:** Bring up a Help window, with information about how to use this window.

Note that the Edit List window has **Add**, **Modify**, and **Delete** buttons that bring up an Edit One window, and then the Edit One window has its own **Add**, **Modify**, or **Delete** button to complete the operation. This may sound a little confusing when we describe it here but it's straightforward enough on the screen: they are two different buttons on two different windows.

Sometimes one or more of these buttons will be disabled, which is indicated by the button being "grayed out" or "fuzzed". This is done when the operation represented by the button is not legal in this context. For example, Transactions are created by ATOMS during the **Build Order** process. You are not allowed to create a Transaction from an Edit window, because this would not make sense given the way ATOMS works. So the **Add** button is disabled on the Transaction window.

As for navigation, you can use the keyboard instead of the buttons for most functions:

**Insert:** add a record

**Delete:** delete the currently-selected record

**Escape:** close the window

Also, note that most of the buttons have a letter underlined, like the "V" in **View**. You can do these actions by holding down the "alt" key and pressing this letter, e.g. pressing "alt-V" is the same as clicking **View**.

Some files have "related files". For example, TOs are related to Increments, On-Hands, and Needs.

Depending on your Preferences, there will either be a button for each related file, to the right of the buttons described above, or there will be a drop-down box for the related files, to the left of the buttons described above.

Select a record in the table. Then click on the button for the related file or select the related file from the drop-down. A new Edit window opens showing all the records from the related file that are related to the selected records. The definition of "related to" depends on the two files involved. For TO, an Increment is related when it is an Increment of that TO. An On-Hand is related when it is for an Increment of that TO. A Need is related when it is a Need for that TO.

After you bring up a related file, if you select a different record in the original Edit window, the related-file display changes to show the records related to the record that you just selected.

You can bring up more than one related file at the same time. For example, from the TO window you could bring up both related Increments and related Needs. But all related records are related to the same record on the "main" Edit window. That is, you cannot display Needs related to TO #1 and Increments related to TO #2. You also cannot have two separate related Increments windows open at the same time, because both would show the same data anyway.

#### 4.1.3. Helpful Extra Features

The number of records displayed depends on the size of the window: You can stretch the window to show more records, or shrink it to make more room for other windows. Stretch and shrink using the standard Windows method: move the mouse over a window edge until it turns into a two-headed arrow, and then click and drag in the desired direction.

You can change the size of a column. Move the mouse over the boundary between two column headers. It should change to a double-headed arrow. Click and drag in either direction to adjust column widths.

You can change the order of columns. Move the mouse over a column header. Then click and drag the column where you want it.

In Preferences there is an option to **Remember Edit Window Size and Position**. If you check this box, and then change the size or position of an Edit window, the next time you bring up that Edit window it will be in the place you left it. If you do not select this Preference, then each time you bring up an Edit window it is in the default location. Note that sizes and positions are remembered separately for each Edit window. That is, you can have one "favorite place" for your Edit TO window, a different favorite place for your Edit On-Hand window, etc.

There is also a Preference for **Remember Column Widths and Order**. If you select this, then if you change the widths of columns or change their order, this is remembered similarly to Window Size and Position. Column Widths and Orders are remembered separately for each Edit window and each sort order. That is, not only is the remembered column information for TOs separate from the information for On-Hand, but the information for On-Hand in order by Sub-Account is different from the information for On-Hand in order by Stock Number. This is done because some users like to put the sort fields at the front of the row in order. For example, for On-Hand by Stock Number put the Stock Number field first, but for On-Hand by Sub-Account put the Sub-Account first. You can restore columns to their default arrangement by selecting **File > Restore Columns** from the ATOMS menu bar.

#### 4.2. Edit One

Edit One windows display the contents of a single record. You generally reach an Edit One window from an Edit window. See section 4.1.

You can reach an Edit One for **Add**, **Modify**, **View**, or **Delete**. The look and operation is similar in all four cases.

In **View** mode you cannot change any data. All you can do is look at the window for a while and then close it.

In **Delete** mode you cannot change any data either. You can look at the data and then either confirm or cancel the delete.

In **Add** mode you are shown a screen with all the fields blank and you can then fill them in and save the new record, or cancel the add. Sometimes a few fields will have default values filled in.

In **Modify** mode you are shown a screen with data from an existing record. You can change whatever you want and then save the updates or cancel the modify to leave the data unchanged. Sometimes there are fields that you are not allowed to modify be-

cause they are generated by ATOMS and have fixed values, or because it is not meaningful to modify them at this time.

Like Edit List windows, Edit One windows for different files all look and function very much alike. They do differ from each other more than Edit windows do because there are a lot of special cases that must be dealt with at this level. Figure 4-3 shows a fairly typical example of an Edit One window, the TO edit window in this case.

Figure 4-3. Typical Edit One window

The screenshot shows the 'ATOMS - Modify TO' window. The title bar is green with a close button. The menu bar includes 'File', 'Edit', and 'Help'. The main area contains the following fields and controls:

- TO Number: 10-1-4
- Classification: U: Unclassified (dropdown)
- Proponent: OO-TIEDM: (dropdown)
- Sponsor Approval: ☐
- Commercial: ☐
- TCTO Header: ☐
- Catalog Notes: (empty text area)
- User Symbol: No Entry (dropdown)
- Max Issue Qty: 5
- Rescind Date: (calendar icon)
- CPIN: ☐
- No order: ☐
- Total ID Qty: 1

At the bottom, there is a 'TO' button (highlighted in blue) and buttons for 'Modify', 'Print', 'Cancel', and 'Help'.

If you reach an Edit One window as an **Add**, most or all of the fields will be blank. A few may be filled in with some default data, depending on the record type. Usually all the fields will be editable, though there are a few cases where fields cannot be edited directly by the user, but are set within the program. Fill in the desired data for the new record and click **Add&Close** to add this record to the file, or **Cancel** to throw away what you've typed without adding. Alternatively, you may click **Add** to add this record to the file but keep the window open to add another record. In this case, most of the fields will still have the values you typed in for the previous record. The idea is that if you are adding many records with similar data, you don't have to retype it each time. If you are adding many records all with very different data, it is probably easier to use **Add&Close**: the window goes away, then click **Add** on the Edit List window to bring up a new, blank Add Edit One window.

If you reach an Edit One window as a **Modify**, the fields are filled with the current values from the record that was selected on the Edit List window. Change whatever you want to change and click **Modify** to update that record.

If you reach an Edit One window as a **Delete**, the fields are filled with the current values from the record that was selected on the Edit List window, but you cannot change any of these values. Review the information to make sure that this is really the record you want to delete. If it is, click **Delete** to get rid of it. If you realize you've made a mistake, that this is not the record that you want to delete after all, click **Cancel** to return to the Edit List window without deleting this record.

If you reach an Edit One window as a **View**, the fields are filled with the current values from the record that was selected on the Edit List window, but you cannot change any of these values. Review the information to find out whatever it was you were trying to find out. Then click **Close** to return to the Edit List window. Note that you could use **Modify** to see the current data in a record, and just not change anything and then click **Cancel**. ATOMS provides a separate **View** function just to reduce the possibility of accidentally changing data.

Regardless of whether you reached an Edit One window as an **Add**, **Modify**, **View**, or **Delete**, it will always have a **Print** button and a **Help** button. As the name implies, the **Print** button prints a page with the information from this record. The **Help** button brings up a Help window with information about the window in which you clicked **Help**.

### 4.3. Pick Lists (Browse)

There are many places in ATOMS where you must select one or more records from a file, either to perform some operation on those records, or to store a reference to those records in a record in some other file.

For example, a Need record says that a certain Sub-Account “needs” a certain TO. So when you create a Need record, you must select the record of the Sub-Account that is doing the needing, and the record of the TO that is needed. The combination of these two things – along with some auxiliary data, like the quantity – then make up the Need record.

Each record has some identifying name, code, or number. For a TO, for example, the identifier is the TO Number.

In most cases where selection is required, there are two ways to select the desired records.

One way is to type in the identifier of the record. The window will have a text box where you can type in the appropriate identifier.

The other way is to pick the record from a list. The window will have a **Browse** button, normally to the right of the field for the identifier. When you click this button, ATOMS displays the Edit List window for that file. This looks a great deal like the Edit List window you see when doing normal editing. However, if it is reached from a **Browse**, it includes one extra button titled **Pick**. Use the normal navigation buttons or keys – page up and down and so forth – and/or the search fields to get to the record that you want to select. Click on the record to select it, and click **Pick** to tell ATOMS that this is your final answer. The Edit List window then goes away, and the identifier of the record you selected is “posted” into the identifier field on the original window.

As a shortcut, instead of selecting a record and then clicking **Pick**, you can just double-click the record.

During a **Browse** you have most of the normal edit functions available to you. Specifically, if the record you are interested in is not already on file, you can add it here. This is often a handy shortcut: Rather than going to Edit TO to add a TO record, then to Edit Need to add a Need that uses that TO, then back to Edit TO to add the next TO record, back to Edit Need to add the next Need, etc, you can do it all from Edit Need: **Browse** the TOs, see if the one you want is there, if not then add it on the spot, and go on.

In some places it makes sense to select more than one record at a time. In these cases the **Pick** allows you to select multiple records using the standard Windows multi-select procedures: You can click the first one, then control-click on any number of additional records to add them to the "selection list". Or you can click the first one, then shift-click another, and all the records making up the range from the first to the second are selected.

In the case of a multi-pick, you cannot use the double-click shortcut. If you double-click a record, you select that one record, even if the context might have allowed you to select more than one.

#### 4.4. Date Fields

All date entry fields in ATOMS use the same format: there are fields for day, month, and year, in that order, followed by a "calendar" button.

One way to enter a date is to type in the day, select the month from the drop down, and then type in the year. Note that you can select from a drop-down by typing the first letter of the desired entry. (When there is more than one entry that starts with the same letter – like January, June, and July for months – pressing the letter once gets you to the first one, then pressing it again gets you to the second, etc.)

A second way is to click the calendar button to get a pop-up calendar. Select the month and year from the drop-downs and a calendar for that month is displayed. Then click on a day to select the specific day. You can also use the up, down, left, and right arrow keys to move through the days. If you arrow past the 1<sup>st</sup> it goes to the previous month, and if you arrow past the last day it goes to the next month.

Finally, if the day you want is "today", type the letter "t" (when the cursor is in any of the field for that date) to get today's date.

#### 4.5. Field-by-Field

The Help for each window lists all the fields on that window with some description of each.

This Guide does not give such field-by-field lists because most of the fields are self-explanatory once you understand the overall structure of the system, and the Help screens will be more current than any printed guide. Besides, we don't want to bog this Guide down with tedious descriptions of every field.

## 4.6. Progress Windows

In many places, ATOMS displays “progress windows”. These show running counts of some operation, usually the number of records processed. The numbers themselves are not particularly important: The real purpose of these windows is to give you a warm fuzzy feeling that the computer has not died but is actually working on some long operation. Depending on the particular operation being performed, how many records are in your database, how fast your computer is, etc, one of these progress windows may pop-up and disappear again before you can read it, or it may sit and count for a considerable period of time. In most cases the numbers advance by 100 at a time, i.e. we only update the number for every 100 records to avoid the last couple of digits being just a blur.

Figure 4-4. Progress Window



When a progress window is initially displayed, there is a button labeled **Cancel**. If you give up on waiting for this operation to complete, you can click **Cancel** to kill it. If the operation completes normally, the label on the button is changed to **Ok**. In some cases you must click **Ok** to make the window go away. Other times the window goes away by itself.

## 5. ROUTINE OPERATIONS

This chapter describes how to perform operations that you will do on a regular basis.

### 5.1. Needs

Needs record what TOs a Sub-Account says it must have.

See section 3.1.1 for a general discussion of what Needs are for. See section 4.1 and 4.2 for a general discussion of how edit windows work.

You Add a Need every time a Sub-Account's requirements change. Note that the word "add" here means "add a record to the database", not "add to the amount required". You add a Need whether the Sub-Account's requirements have gone up or down or been extinguished entirely. Whether a Need is changing the requirement up or down is determined by the Quantity field. The Quantity is always the new quantity, not the change. For example, if a Sub-Account used to require 4 copies of a TO and now they require 5, the Quantity on the Need should be "5". If a Sub-Account no longer needs a TO at all, create a Need for them with a Quantity of zero.

Figure 5-1. Need Window

**ATOMS - Add Need**

File Edit Help

TO Number  Browse

Stock Number  (leave blank for complete book) Browse

Sub-Account  0 Browse

Doc Number  -- or -- Tx Date    Tx Number

Original Doc Number  -- or -- Tx Date    Tx Number

Demand ID: ☒ ID only ☐ ID with Requisition ☐ From Sub-Account

One-time: ☐ Replacement ☐ Shortage ☐ Addition

☐ For ID ☐ From Sub-Account

Quantity  0

☐ Confirmed ☐ Closed

Qty Received  0

Last Receipt Date

Remarks

Most of the fields on this screen should be straight-forward. See the Help screens for details. A few fields do call for some explanation:

You do not enter the Document Number or Original Document Number: these are entered automatically by the system. Indeed, these fields are “disabled” so that you could not enter anything here if you tried. Similarly, Last Receipt Date can only be updated indirectly, from the Record Receipt window (see section 5.3).

Demand specifies whether this is an Initial Distribution or a One-time. (See section 3.1.1.) For convenience, you can also select **ID with Requisition**. When you “build” the order later (see section 5.2), any ID with Requisition is split into two Needs: an ID and a One-time. The Quantity of the ID is the Quantity you gave on this window. The Quantity of the One-time is calculated by the formula “new ID minus On-Hand minus On-Order”. (We’ll get into details of On-Hand and On-Order later, but the basic idea of what it means to have something on-hand or on-order should be familiar to you.) For example, if you say you now want 4 copies, and you already have 2 on-hand plus you have 1 on-order, then we only need to order 1 more. (Note: Earlier versions of ATOMS calculated the Quantity for the One-time as “new ID minus old ID”. We believe the new formula is superior.)

For One-time Needs, you can specify **Replacement**, **Shortage**, or **Addition**. **Replacement** means that books have been lost, damaged, or destroyed, and you need new copies to replace them. Use **Shortage** when a shipment did not include the full quantity appearing on the packing slip. (If the packing slip indicates that this is a partial shipment, you should not have to create a Need for the shortage: it should come to you when the books become available with no further action on your part.) **Addition** means that you want books now “in addition to” your ID requirement, but you do not want to increase your ID. Normally this is used when you have a short-term requirement, such as a training class, or when aircraft that do not normally operate out of your base will be passing through temporarily. When a One-time is created as the One-time side of an **ID with Requisition**, ATOMS gives it a Demand Reason of **for ID**. You cannot create a **for ID** Need directly.

When you create a **Replacement** Need, you are asked if you want to reduce the On-Hand quantity now. You are given a similar opportunity when the replacement books arrive. This allows you to set your On-Hand quantity to reflect the total number of books you have *including* the destroyed or damaged books, or *excluding* them, depending on the circumstances and how you prefer to keep your records. (It also means that you can subtract the same books twice. This is a clumsy point in the system that should be fixed with a future release.)

See section 5.3 for more about the differences between **Demand Reasons**.

Once an Order has been built, it is too late in the real world to change most of the data on a Need: The letter is in the mailbox, you can’t get it back. So at that point most of the fields are disabled. Correcting an error then requires you to create a new Need.

## 5.2. Building and Sending Orders

Building and sending orders are pretty simple from the users’ point of view. ATOMS does a lot of work behind the scenes, but you don’t have to worry much about that.

To build an order, on the ATOMS splash screen click the **Build Order** button, or from the ATOMS menu bar select **Order > Build Order**. ATOMS finds all the Needs that you have added since the last **Build Order**. It creates Transactions that reflect the total of all the Needs for each TO, that is, totaling the requirements for all Sub-Accounts. The program then creates a "Technical Order Publication Request" (TOPR) file with these Transactions in a format suitable for transmission to JCALS via the Automated InterSite Gateway. A unique Document Number is assigned to each Transaction. This Document Number is posted back into each of the Needs that were totaled to make this Transaction.

An ID Transaction reflects the new total for all Sub-Accounts, including those Sub-Accounts whose ID requirements have not changed. For example, suppose in January Sub-Account 2 says they need 3 copies of a certain TO and Sub-Account 10 says they need 4 copies. You create two Needs and build an Order. ATOMS creates a Transaction with a total quantity of 7: 3 plus 4. Then in February Sub-Account 10 says they now need 5 copies. When you add this Need and build the Order, ATOMS creates a Transaction with a total Quantity of 8: 5 for Sub-Account 10, plus the three that are still needed by Sub-Account 2. The February Need for Sub-Account 10 replaces the January Need, while the January Need for Sub-Account 2 remains in effect. The Document Number in the Need for Sub-Account 2 is updated to attach it to this new Transaction. The Document Number that this Need originally appeared on is preserved as the Original Document Number. You only have to worry about the Needs that have changed. ATOMS automatically picks up the ones that have stayed the same and adds them in.

Note that there is no "Build Order window", because there is no more information for you to give: You enter all the required information when you create Need records, so there is nothing more to enter now. (There is a Progress window.)

Depending on your Preferences, ATOMS may automatically bring up the Send Order window whenever you Build an order, or you may have to select this separately. In either case, when you say to Send an order, ATOMS defaults to sending the order that you most recently built, as long as you have not exited ATOMS since building it. Normally, you should Send Order immediately after Building an Order, so this should be correct. If you did not for some reason – perhaps because the network was down and you couldn't transmit – you can pick the order to send from a file selection window.

If you must select the order file, it may be helpful to know how the files are named: The first digit of the file name is the last digit of the year. The next three digits are the Julian day of the year, that is, 001 is 1 January, 031 is 31 January, 032 is 1 February, 365 is 31 December (366 in leap years), etc. The next four characters are the last four characters of your JCALS TM Account. If you send more than one order in a day, a sequence number is added after this, starting with "1" for the second order. (For the first order it is blank.) The extension is ".tpr". Once an order is sent the extension is changed to ".snt" so you don't accidentally send it again.

Figure 5-2. Send Order window

The screenshot shows a window titled "ATOMS - Send Order File via FTP". It has a menu bar with "File", "Edit", and "Help". Below the menu bar is a section labeled "FTP Login" containing four input fields: "Server:" with the text "oc-aisg1.okc.disa.mil", "Target Directory:" (empty), "User Name:" with the text "ishmael", and "Password:" with the text "\*\*\*\*\*". There is a checkbox labeled "Set Target Directory" which is unchecked. Below the FTP Login section is an "Order File:" field with the text "C:\atoms2000\order\50400506\tp" and a "Browse" button. Below the Order File field is a "Log:" text area. At the bottom of the window are four buttons: "View", "Send", "Close", and "Help".

The Server, Target Directory, and User Name should be filled in from Preferences. So normally all you have to do is type in the password and click Send.

A message box should pop up telling you that the order was sent successfully. If this does not happen, it's time to call the help desk and trouble-shoot.

It is possible to view order files using any standard text editor, like MS Word or Notepad. While there's no harm in doing this, we strongly discourage you from *editing* an order file outside of ATOMS, as editing the order file does not update the database, so if you do this, the order that you send will not match what the database thinks you sent, and nothing will make sense for the rest of your life.

### 5.3. Record Receipt

After you send in an order, normally within 30 to 60 days, depending upon stock availability, you will receive the books you ordered. The **Record Receipt** window is used to document the receipt.

This is a two-step process. First you tell ATOMS what Increments have arrived and what Transaction they satisfy. Then there is another window to say which Sub-Accounts you are giving these books to.

Figure 5-3. Record Receipt Window

**ATOMS - Record Receipt**

File Edit Help

Doc Number  -- or -- Tx Date

Tx Number

TO Number

JCALs Doc Number  -- or -- Tx Date

Tx Number

Stock Number(s)

Demand ☒ ID ☐ One-time

Tx Qty

Received Date

Qty Received

There are several ways to tell ATOMS which Transaction is satisfied.

Sometimes the shipment will come with a packing slip that specifies the Document Number of the Transaction. In this case, you can type the Document Number in directly, or you can select it from a Pick List by clicking **Browse by Doc Num**. In either case, ATOMS then fills in the TO Number, Demand, and the Quantity from the Transaction. (And maybe the Stock Number – we'll get back to this in a moment.)

If there is no Document Number on the packing slip, one option is to type in the TO Number. ATOMS searches for Transactions with this TO Number. It's first choice is an open, unfilled, One-time Transaction. Its second choice is an open ID. If there are no open Transactions for this TO, it displays an error message. If there is more than one open, unfilled, One-time, it displays an error message, and you must pick which one to fill.

You can **Browse by TO**. This is very similar to **Browse by Doc Num**: It shows a list of Transactions and you can pick one. The only difference is that the list is in order by TO Number rather than by Document Number.

You can select by JCALS Document Number, either by typing it in or by using the **Browse** option. This is rarely useful as you usually don't know the JCALS Document Number, but the option is available.

Finally, you can enter a Stock Number. Again, you can either type the number in directly or use **Browse**. ATOMS then fills in the TO Number for this Stock Number. It searches for a matching Transaction, similar to how it works when you type in a TO Number. As you have a specific Stock Number, it first looks for an open, unfilled, One-

time Transaction for that Stock Number. If there is none, its second priority is an open, unfilled, One-time Transaction with no Stock Number specified. Its third priority is an open ID.

If you did not select by Stock Number, you must fill in the Stock Number or numbers of the Increments received. As usual, you can type them in or select from a pick list. If you received more than one Increment, enter the Stock Numbers for all of them. You can enter any number: a scroll bar will appear if you enter more than will fit in the available space on the screen.

If you enter a TO Number and then **Browse Increment**, you are shown a list of all the Increments (Stock Numbers) of that TO. If you do not enter a TO but go directly to **Browse Increment**, you are shown a list of all the Increments for all TOs.

The Received Date defaults to today.

Finally, enter the quantity actually received. If you received multiple Increments, the quantity is assumed to be the same for all Increments. In the rare case where it is not, you will have to go through multiple **Record Receipt** windows, one for each set of Increments that have the same Quantity.

This may sound like a lot, but bear in mind that these are all alternative ways to get to the same place. Normally you just have to enter three things: the TO Number, the Stock Number, and the Quantity. If necessary, change the Received Date. Once you've entered these three or four things, click **Ok** to go to the Distribution window. (See Figure 5-4)

Figure 5-4. Distribution Window

Sub-Acco...	ID	On-Hand	Other Orde...	Give
1	1	0	0	1
5	1	0	0	1
19	1	0	0	1
27	1	0	0	0
44	1	0	0	0

On the Distribution window you specify which Sub-Accounts will receive these books.

The window includes a table of all the Sub-Accounts that have a requirement for this book. We'll discuss this table in more detail in a moment, but the most important columns are the left-most, which shows the Sub-Account number, and the right-most, which shows the number of copies you are giving to that Sub-Account.

In the simple case, the quantity received is equal to the quantity ordered and there is nothing else unusual going on. In that case ATOMS automatically fills in the Give quantity for each Sub-Account and all you have to do is click **Ok** and you're done.

Unfortunately life isn't always so simple. You may not have received the full quantity ordered. Or there may be special situations, like a Sub-Account has a new requirement but it's a high priority and so you're going to take away from someone else's shipment to satisfy it.

So this window shows all the information that you are likely to need to decide how to distribute the books. (At least, all the information ATOMS knows about. You may want to give Al's book to Mary because Mary brought in donuts for your birthday, but there's no place to record that in ATOMS.) Exactly what is shown varies.

The left column shows the Sub-Account number. Initially this window lists all the Sub-Accounts that have a requirement for this book – normally an ID but it could also be a One-time Additional. You can click the **Include Sub-Account – All** radio button to list all Sub-Accounts in your database regardless of their requirements. For each Sub-Account, the display lists the ID quantity, the number presently On-Hand, and the number On-Order, not including the Transaction we're working on now. If this is a One-time Transaction, the display also shows the number on order for this Sub-Account on this Transaction. (For an ID, this would be the same as the ID quantity, so we don't show it twice.) If any Sub-Accounts have open One-time Additional Transactions, a column is added for this.

Click **Best Guess** to have ATOMS take a crack at dividing up the books. It has a complex set of rules, but basically it tries to give every Sub-Account that needs the book at least one copy, and then give out any remaining extra copies in proportion to how many more copies each Sub-Account wants. For example if Sub-Account 2 wants 10 copies and Sub-Account 3 wants 5 copies, it will give twice as many to 2 as to 3. You can use **Best Guess** as a starting point and edit from there. Suppose you have twenty Sub-Accounts who all want copies of this TO but only nineteen copies arrived, and you've decided to short Sub-Account 12. You could click **Best Guess**: it will pick one Sub-Account to short. If it shorts #12, great, you're done. But suppose it shorted #15 instead. It's still easier to change two numbers – change #12 from one to zero and #15 from zero to one – than to start from all zeros and have to change nineteen of them to ones.

The last detail is to tell ATOMS what to do about any shortages. If you have a full shipment, this isn't an issue. But if the shipment is short, there are three choices:

**Ignore/wait:** If you received a backorder notification with the short shipment, or if you have talked to the warehouse and they have assured you the stock is coming, choose Ignore/wait. This tells ATOMS to take no further action at this time.

**Create a requisition:** If you conclude that the warehouse made a mistake and did not pack all the copies they were supposed to pack, or if copies were lost or damaged in transit, you most likely want to create a requisition. This creates a One-time

Need with a Demand Reason of "short" for the difference between the quantity ordered and the quantity received.

**Adjust ID:** Occasionally you get a short shipment and after talking to the Sub-Account, you discover that they really don't need these books any more. In that case, there's no point worrying about the shortage. Select Adjust ID and ATOMS reduces the ID quantity to whatever quantity was actually received.

## 5.4. Stock Action

**Stock Action** is used to record anything that reduces the quantity on-hand, and anything that increases the quantity on-hand *other than* a normal receipt of an order.

Figure 5-5. Stock Action window

**ATOMS - Stock Action**

File Edit Help

Action Type ☒ Receive ☐ Transfer ☐ Destroy

Sub-Account To  Browse To Sub Acct

Sub-Account From  Browse From Sub Acct

TO Number  Browse TO

Stock Action Date 17 Feb 2005 Calendar Icon

☒ Complete set

☐ Transfer all on order quantities

Stock Number(s)

Stock Num	To On-Ha...	To Chang...	From On...	From Cha...

Browse Increments

Remove Increment

Modify Increment

ID Qty To

ID Qty From

Qty

Balancing Action ☒ Do Nothing ☐ Requisition ☐ Adjust ID ☐ Adjust Additional

Ok OK/No Close Cancel Help

There are three types of **Stock Action**: **Receive**, **Transfer**, and **Destroy**.

**Receive** is used for any case where you receive books other than a normal Record Receipt. For example, a book may have come packaged with a new piece of equipment, or you might have acquired a book in a midnight requisition from another office. This increases your On-Hand quantity.

**Destroy** is used when a book is lost, damaged, destroyed, discarded, given away, or otherwise is no longer in your possession or no longer usable. This decreases your On-Hand quantity.

**Transfer** is used when a book is taken from one Sub-Account and given to another. The On-Hand quantity of the losing Sub-Account is reduced and the On-Hand quantity of the gaining Sub-Account is increased. The total remains the same.

By default, the **Complete Set** box is checked. This tells ATOMS to change the On-Hand quantities for all Increments of the specified TO. If you want to process only selected Increments, uncheck this box and enter the Stock Numbers in the table. If you are transferring or discarding books, you normally want to process the complete set. If you have received a single Increment, for example a new change package or supplement, then you want to enter the Stock Number of that Increment. Note that if you receive a new Increment, ATOMS may not yet know that the Increment exists, so you may have to add it to the Increment table. You can do that from the **Browse** window.

Finally, you should select a Balancing Action to tell ATOMS if there are other adjustments to make based on this Stock Action.

**Do Nothing:** As the name implies, this does nothing. The On-Hand quantities are changed and that's the end of the matter.

**Requisition:** Create one or more One-time Needs for the losing Sub-Account to obtain new copies of these Increments. If a book was damaged or destroyed, you may want to replace it. If one Sub-Account had a high-priority need and so you took a book away from another Sub-Account to give to them, you may want to requisition another book to replace it. This is only meaningful for a Destroy or for the losing Sub-Account in a Transfer.

**Adjust ID:** Create an ID Need changing the ID by the amount received or destroyed. For example, if you destroyed one copy of a TO and you choose Adjust ID, then ATOMS reduces your ID requirement by one. Conversely, if you received a TO and you choose adjust ID, ATOMS increases your ID requirement. This is most often used with Transfers. A common reason for a Transfer is that responsibility has been moved from one group to another. In that case you want to turn over any books you presently have, plus you want to reduce the ID quantity on the losing Sub-Account (possibly to zero) while creating an ID for the gaining Sub-Account.

**Adjust Additional:** Create or modify Needs with a Demand Reason of "Additional" to keep the total quantity in balance. This option is rarely used. If the quantity change is an increase, ATOMS creates an Additional for the amount of the increase. If the quantity change is a decrease, it searches for an open Additional with this exact quantity and if one is found, closes it. If no such Additional is found, ATOMS finds one with a quantity larger than the decrease, closes this, and then creates a new Additional for the difference. (Note this awkward procedure is necessary because it is not legal to reduce the quantity on an outstanding Transaction: you can close an entire Transaction, but you can't close half of a Transaction.)

## 5.5. Cross Account

**Cross Account** is an alternative to **Record Receipt** and **Stock Action**. It shows information for all your Sub-Accounts on a single screen, so you can get a clearer picture of the situation and make intelligent decisions. But it doesn't have all the automatic features of **Record Receipt** and **Stock Action**, so you must do some things explicitly rather than relying on the software to do it for you.

Figure 5-6. Cross-Account window

ATOMS - Cross Account

File Edit Help

TO Number  Browse

Treat increases as ☒ Receipts ☐ Stock actions

Action Date 25 Feb 2005 Add Increment

Increment	Stock Num	Pub Date	1	2	3	4	5	6	7	8	9	10
*ID*			1					1				
Basic	BOGUS00490000		1					1				

Ok&Close Ok Close Help

Enter the TO Number, either by typing or clicking **Browse**. ATOMS updates the table to show the data for this TO. The left column shows all the Increments for this TO (in reverse order by Publication Date, so the newest are first). The column headings are Increment, Stock Num, Pub Date, and then all your Sub-Account numbers. The first row below the column headings shows the ID quantity for each Sub-Account. The remaining rows show the On-Hand quantity for each Increment / Sub-Account combination.

You can change ID quantities by typing over the ID quantities shown on the first row. ATOMS generates Need records to reflect these ID changes. You must build and send an order for these to take effect.

You can change On-Hand quantities by typing over numbers in the remaining rows. This updates the On-Hand record or creates a new one if necessary. If the Receipts radio button is selected, then any change to an On-Hand quantity that increases the quantity is processed as a Receipt. That is, ATOMS finds a Need record for that TO and Sub-Account and updates the date and quantity received. If the Stock Action radio button is selected, or for any change that decreases the On-Hand quantity, Need records are unaffected. A Distribution record is created in all of these cases.

This window has a somewhat complicated series of “states”. You cannot enter any ID or On-Hand data until you have filled in a TO number. (That is, you cannot tell ATOMS how many without specifying what it is you are counting.) If you type in a TO number, you must press tab to exit the field or click on another field to let ATOMS know that you have finished entering the number; if you use the Browse it knows that you have finished when you select a TO from the Browse window. ATOMS then fills in the present ID and On-Hand quantities. The Ok button is disabled at this point because you have not yet changed anything, so there is no data to process. Once you change some-

thing, the Ok button is enabled. If you only plan to change one number, you must tab out of the field or press enter to let ATOMS know you are finished entering a value before it will turn on the Ok button. This isn't an issue if you change more than one quantity: Once you changed the first the Ok button is turned on: At that point you can click the Ok button, and when you do ATOMS knows that you must be finished with the last value you were working on. Once you've changed something, you cannot change the TO number without first clicking Ok to commit your changes, or Cancel to abandon them. This is intended to prevent you from making a bunch of changes and then accidentally throwing them away.

A technicality for the curious: If no Need or On-Hand record exists corresponding to a given box on the table, then ATOMS leaves that box blank. If a Need or On-Hand exists and has a quantity of zero, then ATOMS writes a zero in the box. There is little practical difference between the two cases.

## 5.6. Reconciles

There are some advantages to having your database on your desktop, like performance not being limited by communications speeds, and not having to worry about the server going down, because there is no server. But there are also drawbacks, and the biggest is that updates to data that apply to everyone – in the case of ATOMS, things like new TOs and Increments – don't just magically appear. You have to enter them yourself or go and get them.

### 5.6.1. Reconcile ARR

**Reconcile ARR** compares your ATOMS database to JCALS records of your ID quantities. ATOMS compares what it thinks your ID quantities are to what JCALS says your ID quantities are. It then produces a report listing any differences. If, say, JCALS says that you are on ID for 10 copies of a certain TO but the ATOMS database shows an ID of 11, this results in a line on the report calling out the difference.

To run a **Reconcile ARR**, you first must get a copy of your JCALS ARR file. You must initiate this through JCALS. Normally you will receive the file as an attachment on an email. Save this file to a place where you can find it on your hard drive. It doesn't really matter where, but ATOMS defaults to looking in your order directory (typically "c:\atoms2000\order", though you can change this in Preferences), so that's as good a place to put it as any.

From the menu bar, select **Reconcile > Reconcile ARR**. ATOMS displays a standard Windows Open box. Navigate to the directory containing your ARR file and double-click it. (Or single-click it and then click **Open**.) ATOMS then pops up a window with criteria for the report. The only thing you normally have to set here is the sort order. Some users find it convenient to sort by TO Number, others prefer to sort by Reason, which keeps all the problems of the same type together.

Figure 5-6. Reconcile ARR Report

TO Num	Classification	ARR ID Qty	DB ID Qty	Reason	Accept DB	Accept ARR	Sub-Acct
00-20-1		1	0	TO not in database	<input type="checkbox"/>	<input type="checkbox"/>	
00-20-5		1	0	TO not in database	<input type="checkbox"/>	<input type="checkbox"/>	
00-20-5-1-1	U	0	5	TO not in ARR	<input type="checkbox"/>	<input type="checkbox"/>	
00-20-6		1	0	TO not in database	<input type="checkbox"/>	<input type="checkbox"/>	
00-20F-2	U	1	5	ID Qty does not match	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-4		1	0	TO not in database	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-06-2-1	U	1	11	ID Qty does not match	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-06-2-2	U	0	23	TO not in ARR	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-107		1	0	TO not in database	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-113	U	2	6	ID Qty does not match	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-113-2840-PH		1	0	TO not in database	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-113-F16-1	U	0	3	TO not in ARR	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-113-F16CG-1	U	0	3	TO not in ARR	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-113-F100-ENG	U	0	3	TO not in ARR	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-113-J69		1	0	TO not in database	<input type="checkbox"/>	<input type="checkbox"/>	
00-25-113-J85		1	0	TO not in database	<input type="checkbox"/>	<input type="checkbox"/>	

The Reasons and what they mean are all described in the Help screens.

You then have two choices for each discrepancy: You can **Accept DB** or **Accept ARR**. **Accept DB** means that you have concluded that ATOMS is right and JCALS is wrong. In this case, ATOMS creates appropriate Transactions to send to JCALS to tell it what the correct ID quantities are. When you are done with all such decisions, you should **Build** and **Send** an order to actually send these Transactions in. **Accept ARR** means that you have concluded that JCALS is right and ATOMS is wrong. In this case, ATOMS updates its database to replace its previous values with the values from JCALS. You make this decision on a TO-by-TO basis, so for some TOs you can say that JCALS was right and for others say that ATOMS was right.

Check the box on the line for each TO to show your decision. To save you a lot of clicking, there are a couple of ways to shortcut this process. Click **Set All ARR** and **Accept ARR** is checked for every line. Click **Set All DB** and **Accept DB** is checked for every line. You can still check and uncheck individual boxes after using one of these "all" options. If you want to "set most", you could click **Set All X** -- whichever "X" you want -- and then uncheck the few exceptions.

To check all the boxes in a range, select a range of lines using the normal Windows conventions: click on the first, then shift-click on the last. You can also control-click to remove selected items from a range. Then click **Set Selected ARR** or **Set Selected DB**.

Well, we might say that there's a third choice: You could do nothing and leave the discrepancy unresolved. But this is not usually a good idea. You should clean it up one way or the other.

Remember that JCALS does not know anything about your Sub-Accounts, so we can only compare JCALS total ID to ATOMS total ID for all Sub-Accounts. If you **Accept ARR**, nothing from JCALS tells us how to divide the ID quantity up among your Sub-Accounts. To handle the simple case, we provide a Sub-Acct column. You can enter a Sub-Acct number in this column to be adjusted to reflect the difference. For example, suppose that the ARR says you are on ID for 11 but ATOMS says you are on ID for 9. You Accept ARR and enter 3 for the Sub-Account. Then the ID quantity for Sub-Account

3 is increased by 2 to make up the difference between 11 and 9. (If Sub-Account 3 was previously not on ID at all, it will now be on ID for 2.) If the ARR quantity is less than the ATOMS quantity, the difference is subtracted from the named Sub-Account.

This works great if only one Sub-Account is affected. If more than one Sub-Account is involved, it's inadequate: there's no place to put the other Sub-Account numbers, or to tell ATOMS how much to add or subtract on each one. In that case, just pick any one Sub-Account, and after you're done here go to Cross Account to straighten all the IDs out.

If the quantity in ATOMS was greater, so that accepting ARR means a decrease, and the decrease is more than the total ID for the specified Sub-Account, ATOMS reduces that Sub-Account to zero and then subtracts from other Sub-Accounts, starting with Sub-Account 1, until it has the correct total. If you're reducing the ID for everyone to zero this does the job. Otherwise it's probably just a starting point, and you'll need Cross Account to clean it up.

Once you've checked all the boxes you want to check, click **Modify Database** to apply the changes. Until you click **Modify Database**, nothing actually happens, so you can check and uncheck boxes as you consider what you want to do.

Some technicalities to keep in mind:

Clicking **Set All ARR**, **Set All DB**, **Set Selected ARR**, or **Set Selected DB** just checks the boxes; it doesn't update the database. You still must click **Modify Database** to actually apply these updates. This was done to allow you to use one of these buttons to set whatever applies most and then make individual changes before actually doing the update.

If you leave a blank in the Sub-Account column, ATOMS uses the last Sub-Account you gave, that is, the Sub-Account above this one on the screen. The first time it does this it gives you a warning message; after that it assumes you know the rules and are willing to play by them. If you have many changes involving the same Sub-Account, this can save you from having to retype the same number over and over. If you never give a Sub-Account, ATOMS displays an error message.

When ATOMS produces the discrepancy list, it ignores any TOs for which you have Needs that have not yet been built into an order. This is done so that you can **Accept DB** or **Accept ARR**, create Needs that would resolve the discrepancy, and then re-run the report to get a new, shorter list, showing only what you have not yet dealt with. This is generally the behavior that you would want, but to avoid surprises, you normally should **Build** and **Send** an order before running a **Reconcile ARR**, so any pending Needs are processed.

### 5.6.2. Reconcile AFTOX

**Reconcile AFTOX** compares your list of TOs and Increments to the official catalog and produces a report listing any differences. If, say, the catalog says that a certain TO has a change 7, and your ATOMS database only has through change 6, this results in a line on the report calling out the difference.

There are two ways to run a **Reconcile AFTOX**: against the AFTOX server, or against a file. The AFTOX server is restricted to dot-mil users, so if you can't access it, you'll have to get an AFTOX extract from some other source, such as the AFTOX CD. In that case you will always run against a file. If you can access the AFTOX server, you will normally run a reconciliation against the server, and it will automatically save a file.

If you need several go-rounds to finish, you can do subsequent runs against the saved file. This saves the time and trouble of connecting to the server repeatedly. (There is a place in Preferences to specify whether you want to run against the server or a file, but this is pretty useless: you should specify which you want each time you run the reconcile. All the Preference does is give you a default.)

If you run against the server, you must specify the Series that you want to retrieve. The catalog is big, so you really don't want to download the whole thing. "Series" here is pretty flexible: just give a string of characters and the interface will retrieve all TOs that start with that string. You can enter multiple series. You can use the **Browse** to select series numbers from your Series table. But note that, unlike every other place in Atoms where there's a **Browse** button, you are allowed to type in a value that you could not select with the **Browse**. For example, if your Series table takes everything to three levels, you could nevertheless type in a two-level number here and thus enter just one value instead of many.

If you have trouble connecting to AFTOX, see Appendix C.

Figure 5-7. Reconcile AFTOX Report

TO Num	Stock Number	Kind	Increment	Security	Proponent	MIQ	Pub Date	Rescind Date	Reason	Atoms Value	Upd...
1-1-8	01T04499400006	c	4	U		0	17 Jan 2003		TO not found		<input type="checkbox"/>
1-1-8	01T044995P00106	s	S-1	U		0	17 Jan 2003		TO not found		<input type="checkbox"/>
1-2		h		U	WR-LKCB	0			TCTO header not found		<input type="checkbox"/>
1-2	01T25010000006	t	501	U	WR-LKCB	0	1 Jan 2004	20040401	TCTO header not found		<input type="checkbox"/>
31-1		b		U	OO-TIEDN	2			Different MIQ Values	0	<input type="checkbox"/>
31-1		b		U	OO-TIEDN	2			Different Proponent Values		<input type="checkbox"/>
31-1-06-1	31T000001000006	b		U	OC-PSAA	25	15 Jul 1977		TO not found		<input type="checkbox"/>
31-1-06-1	31T000001001006	c	10	U	OC-PSAA	0	3 Mar 1986		TO not found		<input type="checkbox"/>
31-1-06-2	31T000003000006	r	3	U	OO-TIEDN	10	1 Jul 1974		TO not found		<input type="checkbox"/>
31-1-06-2	31T000003000906	c	9	U	OO-TIEDN	10	9 Mar 1983		TO not found		<input type="checkbox"/>
31-1-06-3	31T000005000006	r	3	U	OC-LIIS	25	15 Jul 1977		TO not found		<input type="checkbox"/>
31-1-06-3	31T000005000806	c	8	U	OC-LIIS	25	4 Jan 1993		TO not found		<input type="checkbox"/>
31-1-16	31T000021000006	b		U	OC-LIIS	10	31 May 1984		TO not found		<input type="checkbox"/>
31-1-22	31T000025000006	b		U	OO-TIEDN	16	16 Jan 1953		TO not found		<input type="checkbox"/>
31-1-69	31T000033000006	r	2	U	OO-TIEDN	25	7 Apr 1987		TO not found		<input type="checkbox"/>
31-1-69	31T000033000206	c	2	U	OO-TIEDN	15	24 Nov 1998		TO not found		<input type="checkbox"/>

The AFTOX Report (see Figure 5-7) shows all the discrepancies between the AFTOX catalog and your ATOMS database.

To update your ATOMS database with the data from AFTOX, check the **Update** box beside all messages that you want to accept. If you want to accept all messages, click **Set All** to check all the boxes. You can select a range of rows by clicking the first and then shift-clicking the last, and then click **Set Selected** to check the boxes on all selected rows.

When you have the check boxes set as you want, click **Modify Database** to do the update.

You may have noticed that **Reconcile AFTOX** is done very similarly to the **Reconcile ARR**. Perhaps it is more helpful to point out the differences than the similarities:

1. There's more information involved here than in a **Reconcile ARR**, so there are many more possible messages. See the Help screen for details on the messages.
2. Your choices are to accept AFTOX or do nothing. You cannot **Accept DB** to update the catalog, no matter how sure you are that it's wrong. For that you must use the Index Discrepancy Report form in AFTOX or contact the TO Manager.

3. In some cases it is quite reasonable to do nothing about a discrepancy. The best example of this is the "TO not found" message: This means that there is a TO on AFTOX that is not in your database. But maybe you don't care: If none of your Sub-Accounts need this TO, you can safely ignore this message.

Sometimes when you resolve a discrepancy and rerun the reconcile, new messages appear. Suppose you get an "Increment Not Found" message, and it turns out that this is because you made a mistake when typing in a Stock Number or Increment Number. You fix that and re-run the reconcile, and you find that your hard work has now resulted in more error messages instead of less: Now that the reconciliation can connect an Increment from AFTOX to one in ATOMS, it may find that there are other discrepancies, like they have different Proponents or Security Classifications. It wouldn't have known this when there was a no-match because it wouldn't know what to compare. Don't be discouraged. Keep plugging away until you get all the discrepancies resolved. (Deciding it doesn't matter counts as "resolved" here.)

## **5.7. Backup & Restore**

### **5.7.1. Backup**

In a perfect world, no one would ever make a mistake entering data, hardware would never break, we'd never have power failures, etc. and so back-ups would not be necessary. But we don't live in a perfect world. Because all sorts of things can happen to your data, we strongly recommend that you back it up regularly. It takes less than a minute to back up an ATOMS database for most users, so there is no great burden in doing this every day. ATOMS asks if you want to back up your database when you exit the program, so you can simply say "yes" to this when you quit the program at the end of the day, making the process as painless as possible.

ATOMS provides for three backup locations. It automatically rotates among the three: the first backup goes to #1, the second goes to #2, the third goes to #3, then the fourth writes over #1, and so on. Thus if you have, say, hardware problems, and not only is your current database unreadable, but your last backup is also unreadable, there are still two more chances. Or if there is damage that is not immediately obvious – either because of hardware problems or because someone made a data entry error – you might find that you made a backup *after* the problem occurred, so the backup is also bad. With three rotating backups, again you have two more chances.

You can also specify a different location, one not specified in your Preferences. You might use this if you are making a special end-of-year backup, or for some other reason are making a backup that you do not want written over in the normal cycle.

If possible, it is a good idea to set the three backup locations to three different physical devices. For example, make backup #1 your local hard drive, backup #2 to a network drive, and backup #3 a thumb/flash drive. If all your backups are on your local hard drive, and the drive has a catastrophic failure, you could lose all of them in one swoop.

Before many functions that make major changes to the database, ATOMS asks if you want to take an extra backup. It is often a good idea to say yes. For example if you are doing a Purge, and you accidentally mistype a parameter, you could wipe out a lot

of data that you intended to keep. Making a backup immediately before the purge allows you to simply restore and try again.

### 5.7.2. Restore

Restore is, of course, the flip side of Backup: it throws away your current database and replaces it with the backup copy.

By default, the Restore function restores the most recently made backup. (That is, the most recently made of the three in the backup cycle. If you've made a backup to a location not specified in your Preferences, that is not considered here.)

## 5.8. Re-index & Pack

This is an internal housekeeping function for the ATOMS database. When all is going well, it has no apparent effect on the operation of the program. But you should do it periodically – maybe once a month or so – just to keep your database tidy.

Just in case you're curious about what Re-index and Pack does: ATOMS keep "indexes" of all your data, which are kept separately from the data itself. You can think of the index as like a list of the names and addresses of everyone in town. You can't expect people to buy houses that are arranged on a single street in alphabetical order. Even if you somehow convinced them to do that, what happens when a new person moves into town whose name falls between two existing residents? Does everyone have to move down one house to make room? But we can keep the address list in alphabetical order, and add new addresses in the middle as new people move in.

But every now and then something goes wrong and the index is not properly updated. Maybe somebody pulled the plug on your computer while it was trying to write it to the disk, or there was a problem with the software. In such cases, Re-index throws away the index and rebuilds it from scratch. This would be like rebuilding your address book by walking down the street, knocking on each door, asking who lives there, and then adding that name to your book.

There's also the problem of what to do when people move away. In some databases this works much like it would in real life in the neighborhood example: The now-empty house is made available to the next person who moves into the area. That's not how it's done in the database we use with ATOMS. Instead, the house stays vacant until you run a Pack. Pack moves people from the edges of town into the empty houses to keep everybody together. When new people move in they always get a house at the edge of town.

So running **Re-index & Pack** every now and then helps to insure that any damage to the index is repaired and that the files are kept clean of deleted records.

As noted above, occasionally the index is damaged. If you think that records you have entered are mysteriously disappearing, or if records are being displayed in the wrong order, it is possible that there is something wrong with the index. Run **Re-index & Pack** and see if this fixes the problem.

## 6. REPORTS

Just as all the Edit screens in ATOMS have a similar look and feel, so do all the reports.

Every report has two windows: A “criteria” window and a “display” window. On the Criteria window you give some details about just what you want to see. For example, many reports may be limited to a single Sub-Account or TO Number. The Display window shows the information produced by the report. From the Display window you can print or save to a file.

Figure 6-1. Typical Report Criteria Window

The screenshot shows a window titled "ATOMS - Setup Master TO" with a menu bar (File, Edit, Help). The main area is divided into two sections: "Report Criteria" and "Report Description".

**Report Criteria:**

- Series:** Selected with a radio button. Next to it is a text box containing "ALL".
- TO Number:** Not selected with a radio button. Next to it is a text box containing "ALL".
- Sub-Account:** A text box containing "ALL".
- Review Month:** A dropdown menu showing "ALL".
- Print bogus Stock Numbers as blank:** An unchecked checkbox.
- Current Increments only:** An unchecked checkbox.
- Summarize (i.e. add Sub-Accounts together):** An unchecked checkbox.
- Discrepancies only:** An unchecked checkbox.
- Additional Lines:** A text box containing "0".
- Sort by:** A dropdown menu showing "Sub-Acct".
- Browse buttons:** Three "Browse" buttons are located to the right of the "TO Number", "Sub-Account", and "Review Month" fields.

**Report Description:**

This report displays the quantity of TOs on ID, on order, and on-hand. It can be produced with separate values for each Sub-Account, or totals for all Sub-Accounts.

**Buttons:** At the bottom are three buttons: "Run Report", "Help", and "Close".

### 6.1. Report Criteria

The Criteria window for each report is different, depending on just what information is relevant to that report. The example above shows the Criteria window for the Master TO report, which has more options than most. In this example, you may limit the report to a single Series or a single TO, or you may include all TOs. You may specify a single Sub-Account or include all Sub-Accounts. On these Criteria windows, almost every place where you can specify some limiting condition, you can put the word “ALL” to include all, and this is generally the default.

Many Criteria windows have the **Series** and **TO** buttons. If you select **TO**, then ATOMS interprets the value in the box beside it as an exact TO Number: only records related to this one TO are included on the report. If you select **Series**, then the value in

the text box is a prefix of a TO Number. Any TO Number that starts with that string of characters is included.

The check boxes in this example allow you to alter the report in other ways. In this example, **Print bogus Stock Numbers as blank** changes what is displayed for those odd Stock Numbers, **Current Increments only** excludes superseded and rescinded increments from the display, and so on. Other Criteria windows have different options, or none at all.

Every report has a **Sort by** box. This lists all the columns in the report. The report is displayed in order by the field you select.

For most columns, the sort order is pretty straightforward: If the column contains text it is alphabetical order; if the column contains numbers it is lowest to highest; and if the column contains dates it is oldest to newest. TO Numbers are a special case. ATOMS considers TO Numbers to be broken up into groups at the hyphens and between letters and digits. Within each group, letters are sorted alphabetically and digits by number. So as you might expect, "1-A" comes before "1-B", and "1-1" comes before "1-2". But the sort is smart enough to put "1C-17" before "1C-135", where an ordinary alphabetical sort would do the reverse. There is also a special rule that "00" comes before "0", so all the double-zero books come before all the single-zero books.

## 6.2. Report Display

From the Report Criteria window, click **Run Report** to get the Report Display. ATOMS displays a Progress Window (see section 4.6) while it collects the information for the report.

You can scroll up and down to see all the records in the report. If the columns are too wide for the screen, you can also scroll left and right, or you can re-size or re-order the columns to see what you want.

If data changes or may have changed while you are looking at the display, you can click **Update Report** to regenerate the report with the same criteria but using the most current data. For example, if you are working on resolving audit issues, you might run a Master TO Report, then go back and forth between the report display and edit windows as you identify and fix discrepancies, and periodically click **Update Report** to reflect the changes you've made. You could accomplish exactly the same thing by closing the report window and re-running the report, but this option saves a few clicks.

You may simply view the information on the screen, or you can print it or save it to a file.

### 6.2.1. Print

Printing a report is straightforward: click **Print**. ATOMS asks if you want to page break on the sort field. If you check this box, then ATOMS starts a new page for each new value of that field. For example, if you have a report that is sorted by Sub-Account and you say to page break, then each Sub-Account's data is printed on a separate page or pages. This might be a useful option if you intend to break up the report and give each Sub-Account the pages that apply to it. On this window you can also say to move the sort field to the heading. If all the records on a page have the same value for the sort field, then instead of printing it on each line ATOMS can print it just once in the heading. This is mainly useful to make a very busy report more readable.

Next, ATOMS displays a Print Options window. For the simple case you can just click **Print** and the report should start printing. But there are a number of options here that you can select to tailor how the report prints. The options here are similar to what you get when printing from any Windows program. Note that the options are split across three tab panes: you may have to select a different tab to get to the option you want. You can select:

- Which printer to use when you have more than one available.
- A range of pages to print, or to print the entire report. (Default is all.)
- The number of copies to print. (Default is 1.)
- Orientation, that is, portrait or landscape. (Default for reports with few columns is portrait. Default for reports with many columns is landscape.)
- Page margins.
- Duplex printing, i.e. printing on both sides of the page. (If your printer is capable of doing this.)

The printed version of the report resembles the version on the screen, but with some adjustments because of the differences. The headings look a little different. A date is added to the top of the printed page, because a printed report could sit around for days or years, while it is unlikely that you would leave your computer screen on the same report for more than a few hours. On the screen you may have to scroll back and forth to see all the columns. As it is not possible to scroll on a printed page, ATOMS wraps text within the columns to make it all fit instead.

#### 6.2.2. Save to file

ATOMS can save your report in three formats:

**Save as CSV:** (Comma Separated Values) This is a spreadsheet format. Many spreadsheet and database programs, including Microsoft Access and Microsoft Excel, can import this format. This can be useful if you want to pull data out of ATOMS for statistical analysis, or produce a custom report of some kind.

**Save as HTML:** (Hyper Text Markup Language) This is the language of Web pages. This save format was added to ATOMS to support TODOs who want to make reports available to their Sub-Accounts using a Web site. Instead of printing a paper report and walking around the building handing out pieces, you can save the report as HTML and simply drop the files on a Web site where your Sub-Accounts can access them as needed.

**Save as RTF:** (Rich Text Format) This is a word processing format. It can be read by many word processing programs, including Microsoft Word. This format can be useful if you want to include data from an ATOMS report in a larger document, or if you want to use ATOMS data in a formal presentation and want something prettier than the rather bland ATOMS format.

With all these formats, you have the option to file break on the sort field. This is similar to the page break option when printing. Instead of writing the entire report to one file, it breaks the report into multiple files, with one for each value of the sort field. The sort field value is appended to the file name you give so each file has a unique name. This can be useful if you are going to send portions of the file to different people, for ex-

ample, some TODOs run reports sorted by Sub-Account, file break on the Sub-Account, and then send each Sub-Account an email with their file attached.

Note: When you use the file break feature, ATOMS deletes all files from the destination directory with names that could look like they were generated from this report. Users typically save to the same directory every time they run a report. This feature prevents the potential confusion that might result if you had some files left over from a previous run mixed in with files from the current run.

## 7. NON-ROUTINE OPERATIONS

This section describes functions of ATOMS that you probably won't use very often, but that are here for when you need them.

### 7.1. Moving data in and out

#### 7.1.1. Backup/restore

This is described in section 5.7.

#### 7.1.2. Export/import

The Export function extracts data from your ATOMS database and writes it in CSV, or Comma Separated Value, format. This format can be imported into many spreadsheet and database programs, including Microsoft Excel and Microsoft Access. This can be useful if you want to produce special reports or analysis not provided for by ATOMS. It can also be used in combination the Import function to allow you to modify ATOMS data outside of the ATOMS program: Export your files, manipulate them with Excel or Access, and then Import the results back in.

This can be a powerful tool for manipulating your database, but we strongly encourage you to use it with extreme caution. When you change your data outside of ATOMS, there is no way that ATOMS can guarantee its accuracy or consistency.

Export creates one file for each file in the database. Each export file begins with a "header row", listing the names of all the fields in that file. The remainder of the file consists of data lines, with one line per record in the original database file.

There are a few special handling considerations.

1. Microsoft Excel has an annoying habit of interpreting anything that remotely resembles a date as a date. So, for example, if you have a TO Number of 1-2-3, it interprets this as "January 2, 2003". To prevent this, we add a space in front of TO Numbers, which makes Excel take it as a text string. On import, ATOMS removes leading spaces, so any it put on it will take back off. Thus the dancing around with the space normally takes care of itself, but if you are attempting to manipulate an export file, bear in mind that this extra space is there.

2. Document Numbers include an embedded date, but this date includes only the last digit of the year. There is therefore no way of telling whether a Document Number refers to 2005 or 1995 by simply looking at the Document Number. ATOMS solves this by internally storing the complete year with the Document Number. On an export, ATOMS writes the date after the Document Number in parentheses, like "F\*123450320001 (1 Feb 2005)". On import, it expects to see this same format. It ignores the day and month from this parenthesized date and takes only the year. So if you export, change a date, and import, make sure the Julian date is correct: the human-readable date isn't really important.

3. ATOMS allows comment fields to span more than one line. That is, they can have enter keys in the middle. CSV format does not allow for this: An enter key press marks the end of a record, so you can't have one in the middle of a field within the record. So on an export, ATOMS replaces enter keys with some other character or string of characters, and on import it changes them back. You can specify just what characters to use in Preferences. The default option is to use the Excel/Access convention. (Tech-

nically, this is a control-J. But this fact shouldn't matter to you much unless you're planning to write a program to manipulate ATOMS export files yourself.) Excel and Access can then read and update the export file properly. If you plan to process the file with some other program, you may want to put something else in here. If you're planning to simply look at it in Notepad or MS Word, you may want to use a visually recognizable character string, like "//". Note that if you plan to import the file back in, ATOMS has no way to distinguish characters that were translated from enters and characters that were that string to begin with. For example, a comma would probably be a bad choice. ATOMS could translate all the enters to commas with no problem, but when you tried to import the file back in, ATOMS would translate *all* commas into enters – not just the commas created by translating enters on the way out, but also all characters that were commas to begin with. So if you're going to re-import, choose some unlikely character string, like “-/-” or “::” or some such.

### 7.1.3. ETIMS Export

The ETIMS Export function is used as part of the process of translating data from ATOMS to ETIMS. There are two steps to this process:

First, you do the actual Export, which writes your ATOMS data to a set of CSV files. These are very similar to the files produced by an ordinary export (see section 7.1.2), except that fields are added to every record for TM Account and Sub-Account.

Second, you send these files to the ETIMS server using FTP. This works a lot like a Send Order, except that you are sending export files instead of an order file. Normally you can just accept the default on what to send, but if you do override this, note that you are specifying a directory and not an individual file. All the files in that directory are then sent.

Because the format of ETIMS export files is slightly different from ordinary export files, you cannot use them interchangeably. There is no way to import an ETIMS export file.

### 7.1.4. Transfer Sub-Account

This function allows you to transfer a Sub-Account from one copy of ATOMS to another. It is intended to be used when a re-organization results in a Sub-Account that used to be served by one TODO now being served by another.

We refer to the two TODOs involved as the “losing TODO” and the “gaining TODO”, and the functions they use as “transfer out” and “transfer in”.

For the losing TODO: From the ATOMS main menu, select **Utilities > Transfer Sub-Account**. This brings up the Transfer window. This window is divided into two parts: Transfer Out on the left, and Transfer In on the right. Select **Transfer Out**. The Transfer In side of the screen is disabled. Enter the number of the Sub-Account or Sub-Accounts that you want to Transfer Out. You can do this by typing in the numbers, or using **Browse**. Also choose a directory. ATOMS writes a set of files to this directory, all beginning with “trans-” and ending with “.csv”. Deliver these files to the gaining TODO. (You can deliver them by attaching them to an email, writing them to a network drive accessible to both TODOs, etc. In order to keep things flexible, ATOMS does not control the transfer.) ATOMS then asks if you want to delete the Sub-Account. If you're a cautious person, you may want to wait until after the gaining TODO has assured you that the data has successfully loaded. You can always delete the Sub-Account later. If this

Sub-Account is just cluttering up your database, you can delete it now. When you delete a Sub-Account (whether now or later), all the Needs and On-Hand quantities for that Sub-Account go away.

For the gaining TODO: Get the transfer files from the losing TODO. Drop these into some convenient place on your local system. By default ATOMS looks in the directory specified in Preferences for ATOMS Export files, so that's a convenient place. Then from the ATOMS main menu select **Utilities > Transfer Sub-Account**. On the Transfer window click **Transfer In**. Select the directory that contains the transfer files. There is only one other option to consider: whether to **Renumber Duplicate Sub-Accounts**. If you do not check this box, then if the Sub-Account number in an import matches an existing Sub-Account number in your database, ATOMS considers them to be the same Sub-Account and combines the data. If you do check this box, then if an incoming Sub-Account has the same number as an existing Sub-Account, ATOMS picks the next available Sub-Account number and substitutes to prevent any conflict.

## 7.2. Housekeeping

### 7.2.1. Re-index and Pack

This is described in section 5.8. (We mention it here because it is a housekeeping function like the others in this section.)

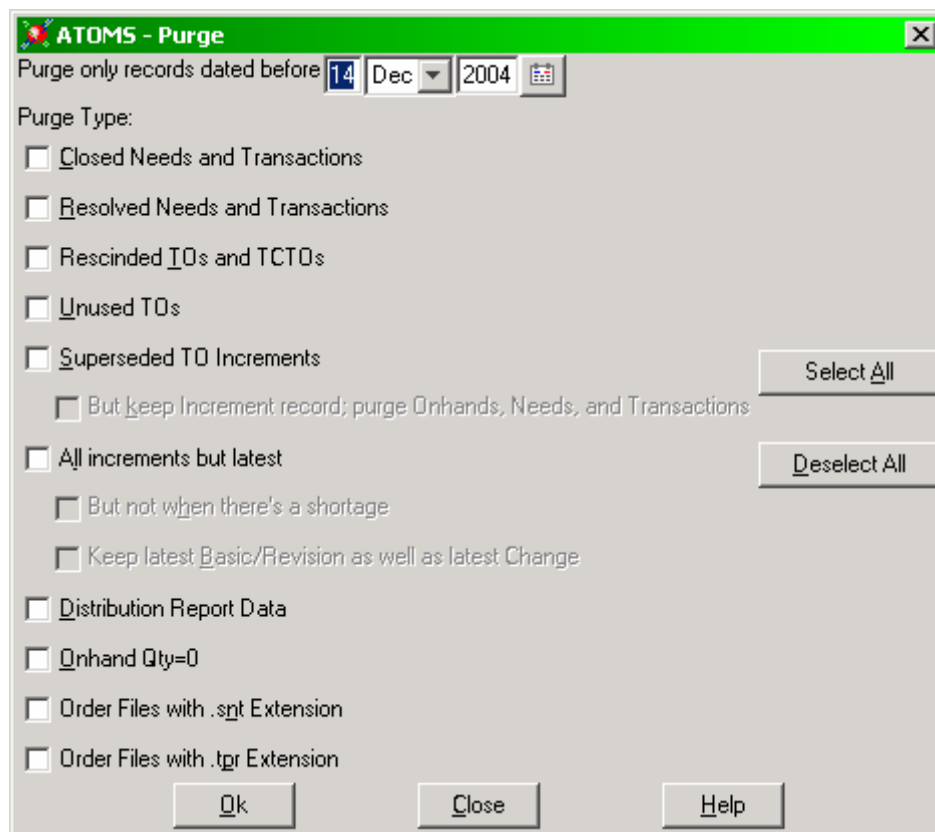
### 7.2.2. Purge

Purge cleans obsolete information out of your database. It has a number of options for different types of data that it can delete. You can choose any combination of these, so it's up to you what old data you want to keep for historical reference or to pass on to your grandchildren, and what can be discarded.

For all purges, you specify a "before" date. Only records dated before this date are eligible for purging. The date used depends on the record type. Most records in ATOMS have some sort of date. For TO Increments ATOMS uses the Publication Date, for Needs it uses the order date, for On-Hands the Last Change Date, and so on. As a special case, when you are purging superseded Increments, an old Increment may be purged if the Publication Date of the *new* Increment is before the given date.

See the Help screen for a description of each of the Purge options.

Figure 7-1. Purges



### 7.2.3. Re-assign Series

The Series table is used to divide TOs into groups for several purposes. Series are defined as a prefix of a TO Number.

In ATOMS, a TO Number is considered to consist of a number of "segments". A segment ends and the next segment begins at a hyphen or when there is a "transition" from letters to digits. For example, the TO Number "12R5-2ASN175-1" consists of 7 segments: "12", "R", "5", "2", "ASN", "175", and "1". A Series is some number of these segments. The Series then includes all the TOs that begin with that set of segments. For example, Series "12R" includes all TOs that begin "12R" followed by other segments. Note that Series "12R" does *not* include TO "12RA-1": what follows the series number must be complete segments, not the middle of a segment.

Series are used in the review process. A review month is assigned to a series, and you can run the Master TO Report for a given review month, thus getting only the TOs in Series assigned that review month. Series are also used in the AFTOX Reconciliation to specify what should be downloaded.

ATOMS can automatically generate Series at a fixed number of segments. From the ATOMS main menu, select **Utilities > Re-assign Series**. ATOMS asks for the number of segments. It then looks at all the TO Numbers in your database and, extracts

that number of segments from each TO Number, eliminates all the duplicates, and creates a Series record for each distinct value.

For example, if you specified 3 segments and you had TO Numbers "1-1A-8", "1-1A-14", "1-1A-14-1", "11-A-8", and "11-A-8-1", ATOMS would create Series "1-1A" and "11-A-8".

The automated process creates all Series records with the same number of segments. You can edit this by hand to make some series "deeper" and others "shallower".

#### 7.2.4. Update Increment Sort

On the Edit Increment window, Increments are displayed in order by TCTO Number for TCTOs and supplements to TCTOs, and by publication date for all other increments. For technical reasons that we won't bore you with, we actually do this by having a separate field in the table to hold the "increment sort value", and sometimes we put the TCTO number in there and sometimes we put the pub date in there.

The **Update Increment Sort** option refills this sort field with the appropriate value. This option is primarily intended to be used after a data conversion or an import, to properly fill the sort field when the data source does not have this value.

It might also be used if there is a problem with the database and the sort value gets corrupted somehow. If your Increments start showing up out of order, run this and a **Reindex and Pack** and see if that fixes the problem. (If it doesn't fix it, it's probably time to call the Help Desk.)

#### 7.2.5. Recalculate TO ID Quantity

ATOMS keeps the total ID for a TO in the TO record. That is, it keeps the total of the IDs for all Sub-Accounts. This number can also be found by adding up the quantities on the current ID Need records for all the Sub-Accounts.

Storing the same information in two different forms creates the possibility that the two might contradict. In ATOMS we consider the Need records authoritative, so this function recalculates the value for the TO record by reading the Need records and adding them up.

In normal usage, ATOMS keeps the two synchronized automatically, so there is no need to use this function routinely. It is just provided in case you have reason to believe that they are out of sync.

### 7.3. Other special stuff

#### 7.3.1. Merge Sub-Account

Sometimes two groups of TO users who used to work independently now work together because of a re-organization. This might mean that what used to be two Sub-Accounts should now be merged into a single Sub-Account. This function can be used to combine them.

When you merge two Sub-Accounts, you must specify a "From Sub-Account" and a "To Sub-Account". All records for the "From" Sub-Account are changed to hold the Sub-Account number of the "To" Sub-Account. In some cases two records are combined. For example, if you have On-Hand records for both Sub-Accounts for the same Increment, ATOMS creates one record with the sum of the two quantities.

Note that there is no corresponding “Split Sub-Account”. While it’s easy enough for ATOMS to add two numbers together, it couldn’t split them apart because it would have no way to know how much of the quantity to give to each of the “child” Sub-Accounts. For example, if you had an On-Hand quantity of 4 and tried to split it, does that mean each Sub-Account gets 2, one gets all 4, or one gets 3 and one gets 1? This would likely be different for every TO. This is important because it means that once you merge two Sub-Accounts, there is no way to automatically split them back up (other than to restore from a backup taken before the merge). So don’t do this unless you’re sure you mean it.

If you do need to split a Sub-Account, Transfer Multiple TOs, section 7.3.4, can be helpful.

### 7.3.2. Follow-up / Cancel

Sometimes you order a TO and after the prescribed amount of time, it still hasn’t shown up. In this case you can send a follow-up to request some investigation of what the problem is. Or after you order a TO but before it arrives, you may decide that you really don’t need it any more.

Both of these tasks are handled with the Follow-up / Cancel Screen. From the ATOMS main menu, select **Order > Follow-Up/Cancel**. Select the Document Numbers of the Transactions you want to work on using one of the **Browse** buttons. The **Include All** button fills the window with all the Transactions eligible for Follow-Up, i.e. appropriate status code and over the regulation waiting period.

Select **Follow-Up** or **Cancel** using the radio buttons at the bottom. You can only do one or the other for a given use of the window: If you want to Follow-Up on some Transactions and Cancel others you must bring up this window, do the Follow-Ups, click **Ok**, then bring the window up again to do the Cancels.

Figure 7-2. Follow-Up / Cancel

Doc Num	TO Number	Stock Num	Status	Last Follow-Up	Follow-Up Date
F*123442580003 ...	00-25-255-2			f	3 Jan 2005

☐ Follow-Up Transaction
 ☐ Cancel Transaction
 ☐ No Follow-Up/cancel

Ok Close Help

The **Last Follow-Up** column shows an “f” if you have previously done a Follow-Up and a “c” if you have previously done a Cancel. **Follow-Up Date** shows when. If Follow-Up Date is blank, this means you have used this window to say you want to **Follow-**

**Up** or **Cancel** but you have not yet submitted an order. In that case you can undo the **Follow-Up** or **Cancel** by clicking the **No Follow-Up/Cancel** radio button. Once you have sent the order, it is too late to undo it. If it was a Follow-Up you could Cancel it. If it was a Cancel there is no way to reinstate it; you would have to start a whole new order.

### 7.3.3. Resubmit

If for some reason ATOMS and JCALS get out of sync, it is sometimes helpful to re-submit transactions. This is similar to Follow-Up in what it accomplishes but it is done differently.

When you resubmit a Transaction, the Transaction is sent to JCALS again with a different Document Number. Note that, unlike Follow-Up, because this has a different Document Number, JCALS has no way of knowing that it's the same transaction. This could be good or bad depending on the circumstances. If the first instance is ultimately filled, and the second is also filled, you will then get double the stock.

On the same window is **Re-submit IDs**. Specify one or more Sub-Account Numbers. All the IDs for these Sub-Accounts are then re-sent to JCALS. As a new ID always replaces an old ID, this should never be harmful in the sense of resulting in duplicate shipments. At worst, if many users did this with many Sub-Accounts all the time it could bog down the system with a lot of unnecessary Transactions.

Also on this window is **Zero Out ID**. Specify one or more Sub-Accounts. Then *all* TOs for these Sub-Accounts have their IDs set to zero. This might be useful if a Sub-Account is being abolished and you want to turn off all their subscriptions.

All of these options create a bunch of Needs. You must still build and send the order to complete the process. (Nothing goes to the warehouse system until you send an order, ever.)

### 7.3.4. Transfer Multiple TOs

Stock Action and Cross Account can be very handy for transferring one or two TOs from one Sub-Account to another. But sometimes you want to transfer many TOs. For example, sometimes a Sub-Account is split into two, so you create a new Sub-Account and transfer a sizable number of books from the old Sub-Account to the new one. Or responsibility for a weapon system might have been transferred from one Sub-Account to another. With Stock Action you would have to do one TO at a time. For each one you enter all the data, click **Ok**, the window closes, and then you have to open it, re-enter the Sub-Account numbers, and start work on the next TO. Cross Account is a little easier but you still have to go through a cycle. This can get tedious and boring. Transfer Multiple TOs allows you to enter many TO Numbers on one screen and transfer them all at once. You can also transfer all open orders to the receiving Sub-Account at the same time that you transfer stock.

Note: Don't confuse Transfer Multiple TOs with Transfer Sub-Account. Transfer Multiple TOs moves TOs from one Sub-Account to another within your own database. Transfer Sub-Account moves an entire Sub-Account from one TODO's database to another TODO's database.

Transfer Multiple TOs does not have any balancing actions like Stock Action.

## 8. SPECIAL CONFIGURATIONS

### 8.1. Multi-user (Network)

The standard ATOMS installation configures your system to run ATOMS off a local hard drive. This is suitable for occasions when only one user will use ATOMS at a time, and it will only be used from one keyboard.

Some installations require multiple users to be able to access an ATOMS database at the same time, from multiple different computers. ATOMS can do this, but you have to tweak the setup a bit. (We really should provide an option in the Setup program to do this. A future version.)

To support multiple users, you must install your ATOMS to a network drive accessible by all users. We recommend you install the ATOMS software as well as the database on the network drive. (It is possible to run the ATOMS software from a local drive with the database on a network drive, but this has the drawback that when a new version of ATOMS comes out, all users must install it simultaneously, or you could have one user expecting a new format of the database and another expecting the old.) The only thing that should be on each user's local computer is a menu pick and/or desktop icon to start the program.

#### 8.1.1. Easy network install

The easiest way to configure such a system is like this:

All users who will access ATOMS must have the same drive letter mapped to the network drive to be used. All users must have write access to the directory where ATOMS will be installed. (Because you have to be able to update the database.)

Any one of these users then runs a normal ATOMS install. When you get to the Java install, change the default directory to a directory on the network drive. When you get to the ATOMS files themselves, again, change the directory to a directory on the network drive. The user who did this install should then be set.

All other users can then run by double-clicking the ATOMS icon in the installed



directory, the icon with the little upturned arrow, like this: Atoms.lnk (There is another file in that directory with a very similar icon but without the arrow, called "atoms.ico". This is *not* the one you want.) You can drag this icon from Windows Explorer to your desktop to give yourself a local desktop icon, which is probably more convenient than having to navigate to the network drive every time you want to run. You can also drag it on top of the Start button to add it to your menu: Drag to the Start button, the Start Menu will pop up, then drag it to where you want it on the Start Menu.

You must install referring to the drive letter that is available to the users. Drive letters are hard-coded into the shortcuts, so if you install to drive C: and another user tries to access that as drive F:, it won't work.

#### 8.1.2. Hard network install

If the above procedure does not work for you, you can do it the hard way. The only reason we have encountered for the above procedure to not work is if users have different drive letters for the network drive. Thus the only thing likely to be a problem is

the menu picks and desktop icons. You can create these separately. Unfortunately, unlike many Windows programs, you cannot create a shortcut to ATOMS by right-clicking on the program and simply using the wizard. You must hand-type a number of elements. If you really need to do this, here are the steps:

1. Install ATOMS to the network drive. For the procedures below, we aren't going to use the installed shortcuts, so the drive letter doesn't matter.

2. From each users machine, **Select Start > Settings > Task Bar**. Click the **Advanced** tab. Click **Add**.

3. Windows asks for the target. Click **Browse**. Navigate to the directory where you installed Java. There is a sub-directory under this called "bin". In this directory find the file "javaw.exe". Select this file.

4. Put the new menu pick in whatever submenu you like.

5. The default name will be "javaw.exe". Change this to "Atoms".

6. This should complete the wizard. Now click **Start**. Navigate to where you placed the new menu pick. Right-click the menu pick. A dialog pops up.

7. Select the **Shortcut** tab.

8. Edit the **Target**. After the text that is filled in automatically, type " -jar atoms.jar". There must be a space after the last character that was previously present and the hyphen that begins the value you type. Thus the final value will be something like:

"f:\program files\java\java1.4.2\bin\javaw.exe" -jar atoms.jar

Note that the quotes in the above line are part of what should appear, and they should appear where shown – the end quote is after "exe", not after "jar".

Often this will not fit in the text box and you have to scroll left and right to see it all.

9. Change **Start in** to the directory that contains the file "atoms.jar". This will be the directory that you installed ATOMS to.

### 8.1.3. One database, many programs

As noted, you can run a separate copy of ATOMS on each user's desktop. There are two reasons to do this: 1. It allows each user to have his own Preferences instead of all sharing the same Preferences. 2. It will run faster. Usually the difference isn't noticeable, but if your network is slow it can be helpful.

In this case:

1. Install ATOMS on one user's workstation.

2. Create a directory on the network drive to hold the database and other files.

3. Copy all the subdirectories under ATOMS to the drive on the network drive. Don't just copy the files: copy the entire directory, so that the sub-directories will appear on the network drive just like they do on your local drive.

4. Run ATOMS. From the ATOMS main menu, select **File > Preferences**. Select the **Directories** tab. Change all the directories to point to the network drive. (We suggest you use **Browse** to avoid spelling errors or other confusion.)

5. You may want to then delete the directories from your local drive to avoid confusion.

6. Now go to all other user's workstations. Install a copy of ATOMS, and then perform step 4 (and optionally 5) on each user's machine.

In this scenario you do not need to fumble with shortcuts. The install will create the correct shortcuts.

Remember that if you do this, when a new version of ATOMS is released you should update all the users' machines at the same time. Sometimes new versions of ATOMS use a different format database than prior versions. When we do this, the first time the new version of ATOMS is run it automatically reformats your existing database. If one user's copy of ATOMS changes the database format, any user who does not have the same version will no longer be able to run successfully.

## 8.2. One user, Multiple databases

ATOMS supports multiple databases. Usually this feature is used when two TODOs share a computer, or when one person has two TODO codes, and uses one or the other depending on which Sub-Account he is serving at the time.

ATOMS controls multiple databases by supporting multiple sets of Preferences. As your Preferences specify your TODO code and the location of your database (as well as a bunch of other related information), having two Preferences files makes it possible for you to have two separate databases under the name of two different TODOs.

To create a new set of Preferences, from the ATOMS main menu select **File > Multiple TODO Accounts > New TODO Preferences**. ATOMS displays an Open window where you specify the directory where it should create the appropriate files. ATOMS also creates a Preferences file to hold the reference to this directory. Most of the information in the new Preferences are copied from the current Preferences. Of course you can change anything this is not applicable. A new database is created that is mostly empty, but some "lookup" information is copied from the current database, such as the list of security classifications and transaction status codes.

From then on, to switch to this alternate set of Preferences, from the ATOMS main menu select **File > Multiple TODO Accounts > Open TODO Preferences**. ATOMS displays an Open window showing you a list of the Preferences files that it has created. Select one and it switches everything to this new database. (ATOMS puts all the Preferences files in the same directory. If for some reason you have moved them elsewhere, or you have copied Preferences from another computer, you can navigate to any directory in the Open TODO Preferences window – it's a normal Open box.)

Note: ATOMS includes a menu picks for **Open database**, **Close database**, and **Create database**. These are used for an older, not-as-good method of supporting multiple databases, and should not be used unless you created databases under the old system.

## 8.3. Sub-Account Database

Most ATOMS users are TODOs. When Sub-Accounts have requirements, they communicate them to their TODO, and the TODO enters those requirement into his copy of ATOMS.

But some Sub-Accounts have their own copies of ATOMS. Usually these are Sub-Accounts with a very high volume, or Sub-Account who have their own Sub-Sub-Accounts.

In Preferences you specify whether you are a TODO or a Sub-Account. Note that the logo on the splash screen is slightly different if you are a Sub-Account: there is a person reading a book sitting on top of the nucleus of the atom. (She is holding a book,

and not, as some have suggested, a shotgun. Now you know why the person who drew that picture makes his living as a systems developer and not as an artist.)

The only difference, from ATOMS point of view, between running as a TODO and running as a Sub-Account is how you send an order. When a TODO sends an order, it is sent by FTP to the Automated Inter-Site Gateway. When a Sub-Account sends an order, it is attached to an e-mail and sent to the Sub-Account's TODO.

Note that a Sub-Account initiates building an order the same way that a TODO does. ATOMS examines the Preferences and does different things in each case, but these differences are not visible to the user. Similarly, a Sub-Account initiates sending an order the same way that a TODO does. At that point ATOMS determines, based on Preferences, whether to display an FTP dialog or an E-mail dialog.

### **8.3.1. Receive Sub-Account Order**

When a Sub-Account who is running his own copy of ATOMS sends an order to his TODO, the TODO must accept this order into his copy of ATOMS. This is done with the **Receive Sub-Account Order** function.

Normally the Sub-Account sends an order to a TODO attached to an e-mail. The TODO must save this attachment to his hard drive. It will work no matter where you put this file, but to keep things organized we recommend saving them to your ATOMS order directory, or creating a directory under ATOMS specifically to hold such files. Note that receiving and saving the file is something you do in your e-mail program (Outlook or whatever), not in ATOMS.

Then in ATOMS, from the main menu select **Order > Receive Sub-Account Order**. ATOMS displays an Open box where you can select the order file. The order is then read into the TODO's ATOMS database. If there are any TOs requiring sponsor approval, ATOMS displays a list of these.

What is added to the TODO's database is a set of Needs. If the TODO does not already have the TOs and Increments that these Needs refer to on file, these are added also. The TODO can then Build and Send an order normally. Needs received from a Sub-Account are processed exactly the same as Needs entered directly by the TODO. If the TODO has a mix of Needs entered by himself and received from Sub-Accounts, they will be combined when transactions are built.

## A. GLOSSARY

### A.1. General

This appendix contains two sets of lists: a list of the acronyms used in this manual and/or in association with ATOMS, and a list of the field names and their definitions. In some cases, a term is listed more than once, because it might have more than one definition depending upon its usage and/or location.

### A.2. Acronyms

ACRONYM	TEXT	LOCATION /DESCRIPTION
AF	Air Force	User's Guide text
AFB	Air Force Base	User's Guide text
AFTO	Air Force Technical Order	User's Guide text
AIS	Automated Information System	User's Guide text
ALC	Air Logistics Center	User's Guide text
Alt	Alternate (key)	Keyboard
ATOMS	Automated Technical Order Management System	User's Guide text
CD	Compact Disk	User's Guide text
CD-ROM	Compact Disk-Read Only Memory	User's Guide text
CPIN	Computer Program Identification Numbering	User's Guide text
CSV	Comma-Separated Values	File extension
Ctrl	Control (key)	Keyboard
DSN	Defense Security Network	User's Guide text
E-mail	Electronic Mail	User's Guide text
Esc	Escape (key)	Keyboard
EXE	Executable	File extension
FMS	Foreign Military Sales	User's Guide text
FTP	File Transfer Protocol	User's Guide text
HP	Hewlett Packard	User's Guide text
IBM	International Business Machine	User's Guide text
ID	Initial Distribution	User's Guide text
IDE SPO	Integrated Digital Environment Systems Pro-	User's Guide text

ACRONYM	TEXT	LOCATION /DESCRIPTION
	gram Office	
JCALs	Joint Computer-aided Acquisition and Logistics Support	User's Guide text
LAN	Local Area Network	User's Guide text
MB	MegaByte	User's Guide text
Meg	MegaByte	User's Guide text
MILSTRIP	Military Standard Requisition and Issue Procedures	User's Guide text
MS	MicroSoft	User's Guide text
MS-DOS	MicroSoft-Disk Operating System	User's Guide text
MTOR	Master TO Report	User's Guide text
NT	New Technology	User's Guide text
OH	Ohio	User's Guide text
PC	Personal Computer	User's Guide text
PDF	Portable Document Format	File extension
IDE	Integrated Digital Environment	User's Guide text
POC	Point Of Contact	User's Guide text
RDD	Required Delivery Date	In Advice Look-Up table
SDD	Standard Delivery Date	In Advice Look-Up table
SNT	Sent	File extension
TCTO	Time-Compliance Technical Order	User's Guide text
TDD	Technical Data Division	User's Guide text
TM	Technical Manual	User's Guide text
TO	Technical Order	User's Guide text
TODA	Technical Order Distribution Account	User's Guide text
TODO	Technical Order Distribution Office	User's Guide text
TOPR	Technical Order Publication Request	User's Guide text
TPR	Technical Order Publication Request	File extension
Tx or TX	Transaction	User's Guide text
TXT	Text	File extension
WPAFB	Wright Patterson Air force Base	User's Guide text

ACRONYM	TEXT	LOCATION /DESCRIPTION
WWW	World Wide Web	User's Guide text

### A.3. Terms and Definitions

Items underlined in the Main Location column are ATOMS 2000 windows.

TERM	DEFINITION	MAIN LOCATION
Add	The number of copies of the increment the Sub-Account has requested on one-time additional requisitions (not including shortages or replacements); appears only if one-time requisitions for additional of the same TO exist.	<u>Distribution</u>
Advice	A code attached to an order that indicates special processing requirements. The only Advice Code used in ATOMS is "2L", which means that the quantity ordered exceeds the Maximum Issue Quantity but the user requests that this order be accepted nevertheless.	<u>Edit Transaction</u>
Assign Date	The date the Contact was assigned to all things ATOMS-like.	
Building	The building in which the Contact works.	<u>Edit Contacts</u>
Catalog Notes	Any text to describe the TO or its status.	<u>Edit TO</u>
Classification	A selection from a user-generated list of codes to describe the level of distribution for a TO; default is U (Unclassified).	<u>Edit TO, Edit TO Increments</u>
Clearance	Security clearance level of the Contact.	<u>Edit Contacts</u>
Closed	A status of a Need or Transaction indicating that processing is complete. An ID Need or Transaction is closed when it is superseded by a newer ID. An "additional" <i>standardize – either quote this or don't but keep it consistent in Add above</i> one-time is closed when the books are no longer needed. All other one-times are closed when filled.	<u>Edit Need, Edit Transaction</u>
Commercial	Indicates that a TO is a commercial manual.	<u>Edit TO</u>
Confirmed	Indicates that a Need is a confirmed Need. <i>Maybe describe what a "confirmed Need" is...</i>	<u>Add Need</u>

TERM	DEFINITION	MAIN LOCATION
Database	A file or set of files of interrelated data.	User's Guide text
Demand	MILSTRIP code for type of demand made; "N" is for non-recurring demands (replacements, shortages, or additional), and "*" is for ID demands (with or without Requisition)	<a href="#">Edit Need</a> ; <a href="#">Edit Transaction</a> ; <a href="#">Record Receipt</a>
Demand Reason	A Demand type character assigned by ATOMS—blank if Demand is an ID, "a" for ID plus Requisition, "r" for Replacement, "s" for Shortage, "+" for Additional <i>again – standardize this</i> ; if Demand is ID plus Req, Demand Reason is "a" for both the ID Need and the one-time Need created during Build Order	<a href="#">Edit Need</a>
Directory	Sometimes called folder or sub-directory, used for organizing files on a PC	User's Guide text
Document Number	A 14-character number created by ATOMS to identify transactions. The first six characters are the JCALS TM Account Code, the next character is the last digit of the current year, the next three are the Julian day of the year, and the last four are sequentially assigned by ATOMS, starting with "0001" each <i>day</i> (not each Order).	<a href="#">Edit Need</a> ; <a href="#">Edit Transaction</a> ; <a href="#">Record Receipt</a>
Field	A single cell of data containing a particular type of data, typically displayed as a single column <i>how can a cell be a column? This is a little confusing...</i> in a data grid with the field name as the header.	User's Guide text
File	A collection of data stored on a computer and given a name.	User's Guide text
Filled	Indicates that an order has been received and distributed.	<a href="#">Edit Transaction</a>
Follow-Up	Code (use "ATD" to process as an Order if the original Order was not received) <i>What???</i>	<a href="#">Edit Transaction</a>
Follow-Up Date	The date a Follow-Up or Cancellation was sent (more technically, the date it was built into an order).	<a href="#">Edit Transaction</a>
Give	The number of copies of the Increment given to that Sub-Account; the only editable field on the <a href="#">Distribution</a> window.	<a href="#">Distribution</a>

TERM	DEFINITION	MAIN LOCATION
Hot-key	A typed short-cut that causes a function to happen in a software application	User's Guide text
ID	The number of copies of the TO and/or all Increments the Sub-Account requires on a regular basis	<u>Distribution</u>
Java	The programming language used to create ATOMS 2000 (a name, not an acronym).	User's Guide text
Kind	A categorization of TO Increments; ATOMS recognizes Basics, Revisions, Changes, Supplements, TCTOs, and "Other". <i>"Other" should somehow be pluralized to match the other types.</i>	<u>Edit TO Increments</u>
Last Change Date	The most recent date on which the quantity on-hand changed. Note the word "change" here refers to a change in the quantity, not the Increment Kind of "Change".	<u>Edit On-Hand</u>
Last Receipt Date	The date of the last time an Increment of the TO was received by the Sub-Account in response to this Need/Tx. (Note: this is not necessarily the date that the last copy of this TO was received <i>at all</i> , but the date that the last copy for <i>this order</i> was received.)	<u>Edit Need</u>
Maxi Issue Qty	The maximum number of copies that can be issued for a TO without special permission, taken from the <i>TO Catalog</i> . <i>What do you mean "taken from the TO Catalog"?</i>	<u>Edit TO</u>
Name	The name of the contact, or any other descriptive text.	<u>Edit Contacts</u>
Need	A requirement of a Sub-Account for a TO.	User's Guide text
Need Number	An ATOMS-derived, sequential number to differentiate among Needs. This has no meaning to the user: it is purely an internal identifier.	<u>Edit Need</u>
Office Symbol	The symbol of the office in which the Contact works.	<u>Edit Contacts</u>
On-Hand	The number of copies of the increment the Sub-Account currently has in stock.	<u>Distribution</u>

TERM	DEFINITION	MAIN LOCATION
On-Order	The number of copies of the increment the Sub-Account has on outstanding one-time requisitions <i>not including the one currently being distributed</i> .	<u>Distribution</u>
Phone	The telephone number at which the Contact can be reached.	<u>Edit Contacts</u>
Precedence	Distinguishes multiple Contacts for a Sub-Account; the Primary Contact should have Precedence 1, the Secondary Contact Precedence 2, etc.	<u>Edit Contacts</u>
Priority	The urgency of a requisition: all ATOMS requisitions are priority "15".	<u>Edit Transaction</u>
Proponent	The organization responsible for the TO.	<u>Edit TO</u>
Publication Date	The date the increment was published.	<u>Edit TO Increments</u>
Qty	The quantity required by the Sub-Account; for an ID, this is the ID quantity.	<u>Edit Need</u>
Qty	The quantity requested by the user, summing all ID demands (with or without Requisition) and all one-time requests of all Sub-Accounts' Needs.	<u>Edit Transaction</u>
Qty Received	The number of copies of the particular Increment (Stock Number) received.	<u>Record Receipt</u>
Qty Received	The quantity received by the Sub-Account.	<u>Edit Need</u>
Received Date	Date when the Order was received; defaults to current date <i>when you record the receipt</i> .	<u>Record Receipt</u>
Record	Two or more fields of related data in a database, typically displayed as a single line in a data grid.	User's Guide text
Related Tables	Related records in other grids that are(usually) connected to the TO selected in the "main" window.	<u>Edit TO</u> ; <u>Edit Review</u> ; <u>Edit Need</u> ; <u>Edit Transaction</u> ; <u>Edit On-Hand</u> ;
Remarks	Any text to describe the Sub-Account; typically used to name or describe the Sub-Account (e.g. "engine shop").	<u>Edit Sub-Account</u>
Remarks	Free-form text to describe the TO Increment or its status.	<u>Edit TO Increments</u>

TERM	DEFINITION	MAIN LOCATION
Remarks	Free-form text to describe a Need.	<a href="#">Edit Need</a>
Rescind Date	The date the TO Increment was rescinded.	<a href="#">Edit TO Increments</a>
Review Month	The month the Sub-Account's records are reviewed.	<a href="#">Edit Sub-Account</a>
Review Month	The month the TO Series is due for its annual review.	<a href="#">Edit Series</a>
Series	Groupings of TOs by initial character group(s) <i>in the TO number</i> .	<a href="#">Edit Series</a>
Sponsor Approval	A check box that indicates whether the TO needs sponsor approval. <i>Should be checked if the TO needs sponsor approval.</i>	<a href="#">Edit TO</a>
Status	Current status of the Order, selected from the Transaction Status Look-Up Table; status is typically used to show backorder or cancellation by the warehouse.	<a href="#">Edit Transaction</a>
Status Date	Date when the transaction status was last changed.	<a href="#">Edit Transaction</a>
Stock Number	A unique number for any TO increment, usually included on the shipping label of the document or taken from the <i>TO Catalog</i> .	<a href="#">Edit Need</a> ; <a href="#">Record Receipt</a> ; <a href="#">Edit Transaction</a> ; <a href="#">Edit TO Increments</a>
Sub-Account	A person or group that uses TOs and is served by a TODO.	User's Guide text; <a href="#">Edit Contacts</a>
Sub-Account Number	A user-specified number to identify a Sub-Account.	<a href="#">Edit Need</a> ; <a href="#">Edit Sub-Account</a>
Sub-Acct	Contains the list of all Sub-Account numbers on the current requisition for the increment received.	<a href="#">Distribution</a>
Superseded by	The TO Increment that superseded the selected increment; a Change often supersedes outstanding Supplements, and a Revision supersedes all outstanding Changes.	<a href="#">Edit TO Increments</a>

TERM	DEFINITION	MAIN LOCATION
TCTO Header	A "container" for a collection of TCTOs; In ATOMS, a TCTO header is <del>generally</del> treated like a TO, and the individual TCTOs are treated like Increments of the header.	<u>Edit TO</u>
This Req	The number of copies of the increment for the Sub-Account on this requisition; appears only if the Transaction contains one-time requisitions.	<u>Distribution</u>
TO Increment	The increment number; it's meaning depends on the Kind of increment: for a Change, this is the change number, e.g. "3"; for a Supplement, it is the supplement number, e.g. "SS-4"; for a TCTO, it is the TCTO number, excluding the part of the number that duplicates the header, e.g. "501"	<u>Edit TO Increments</u>
TO Number	A unique number, assigned by USAF specification, for each TO.	<u>Edit Transaction;</u> <u>Edit Need;</u> <u>Record Receipt;</u> <u>Edit TO;</u> <u>Edit TO Increments</u>
Train Date	The date the Contact was trained in all things ATOMS-like.	<u>Edit Contacts</u>
Transaction	The record of each TO request in an Order submitted by a TODO; a Transaction represents the accumulation of one or more Needs, all Needs for the same TO and with the same Demand are grouped into a single Transaction.	User's Guide text
Transaction Date	The date an Order was built.	<u>Edit Need;</u> <u>Edit Transaction;</u> <u>Record Receipt</u>
Transaction Number	The last four digits of the Document Number, sequentially assigned by ATOMS, starting with "0001" each <i>day</i> (not each Order).	<u>Record Receipt</u>
Transaction Qty	The quantity requested by the user on the particular Transaction, summing all ID demands (with or without Requisition) and all one-time requests of all Sub-Accounts' Needs.	<u>Record Receipt</u>

TERM	DEFINITION	MAIN LOCATION
User Symbol	A selection from a user-generated list of codes to describe the type of TO, such as "I" for IPB or "S" for TCTO Series; Symbol is obsolete today and is included in ATOMS only to facilitate data conversion from the DOS version of ATOMS.	<u>Edit TO</u>

## B. WINDOWS TIPS AND SHORTCUTS

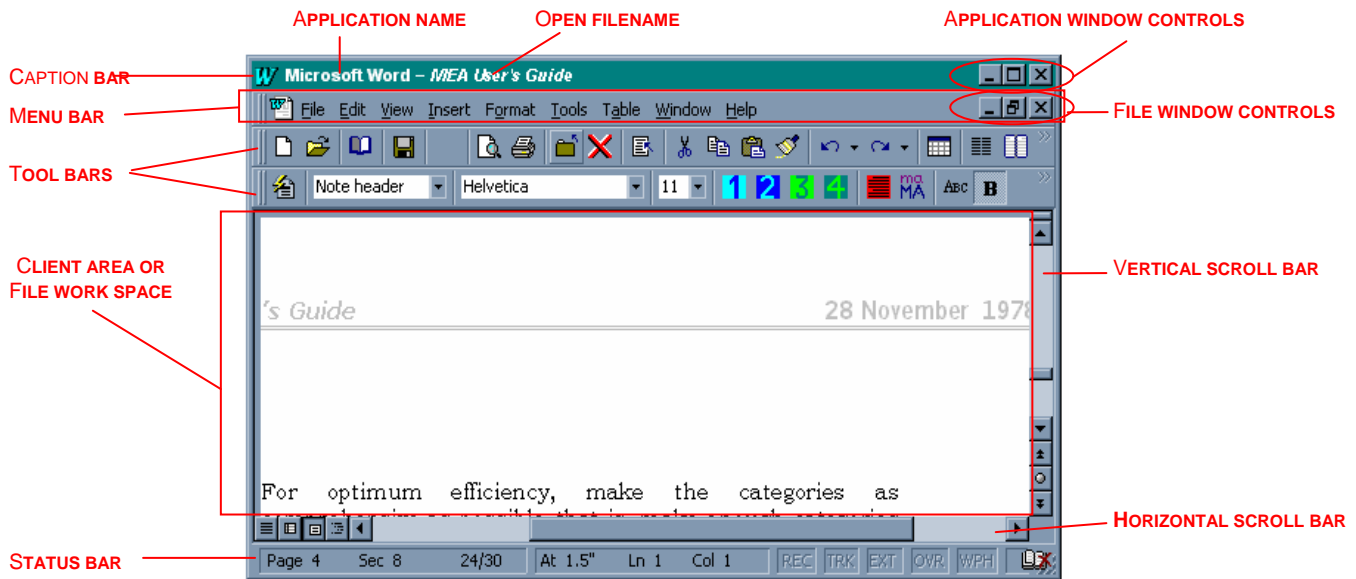
This appendix is designed as a quick introduction for beginning users of Windows™, and a reference for more experienced users who may not remember all the details.

Nothing in this appendix is specific to ATOMS. This material applies to Windows applications in general.

### B.1. Window Layout

A window is a rectangular area displayed on the screen that represents a working, running program, or “application”. Many of the features of an application window are standard (see Figure B-1).

Figure B-1. Example of a Standard Application Window



### B.2. Caption Bar

The “caption bar” or “title bar” contains an application icon in the far left corner, the application’s name, and the application control buttons (Figure B-3) in the far right corner. Sometimes the name of an open file or some other indication of “where you are now” is shown after the application name.

The control buttons consist of the Minimize button on the left, the Close button on the right, and either the Maximize or Restore button in the middle. Each is activated with a mouse click.

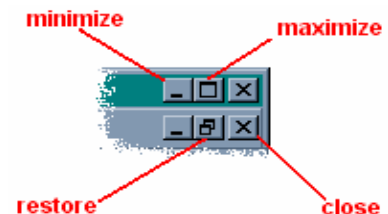


Figure F-3. Window Con-

**Minimize** – “shrinks” the application window. The window disappears from the main screen, but is still represented on the Taskbar. The program is still running, files are still open, etc.

**Close** – closes the window, i.e. removes it from the display. If this is the application's main window, this also exits the application. If files were still open or you had incomplete work, most applications ask if you want to save or abandon this work before exiting.

**Maximize** – causes the window to fill the entire working or desktop area.

**Restore** – changes a maximized window to a resizable window. Position the mouse on the side, top, bottom, or corner of a resizable window results and a double arrow cursor appears. Drag this cursor to resize the window. The last size of a resizable window is always “remembered” by the Restore command.

You can move a resizable window by dragging the caption bar.

Alternatively, you can switch between “maximized” and “restored” by double-clicking on the caption bar.

Note that “maximize” is not the reverse of “minimize”, as the names might imply.

If you prefer not to use the mouse, these functions are also available from the keyboard. See section B.3.

### B.3. Keyboarding

Most functions in Windows applications are accessible using the keyboard instead of a mouse. While it is up to each application developer to support this, there are some conventions that are extremely common. In the following list, the plus sign (“+”) is used to show that you hold down the first key mentioned and then press the second. You are likely familiar with holding down **Shift** and pressing a letter to get the capital version. We write this as, for example, **Shift+X** for a capital “X”. Similarly, **Ctrl+B** means to hold down the “ctrl” key and press B.

<b>Delete or Del</b>	<i>deletes the selected text or object(s). If nothing is selected, it deletes the character to the right of the cursor.</i>
<b>Backspace</b> (sometimes labeled with an arrow pointing left)	<i>deletes the selected text or object(s). If nothing is selected, it deletes the character to the left of the cursor.</i>
<b>Home</b>	<i>moves the cursor to the beginning of the current line.</i>
<b>End</b>	<i>moves the cursor to the end of the current line.</i>
<b>Page Up or PgUp</b>	<i>moves the cursor up one page or screen-full and scrolls the text to display it.</i>
<b>Page Down or PgDn</b>	<i>moves the cursor down one page or screen-full and scrolls the text to display it.</i>
<b>Tab</b>	<i>advances the cursor to the next field in a dialog box. (When it is meaningful, it may insert a tab into text.)</i>
<b>Shift+Tab</b>	<i>moves the cursor to the previous field in a dialog box.</i>
<b>Enter</b>	<i>often the same as clicking <b>Ok</b></i>
<b>Escape or Esc</b>	<i>often closes the window or the same as clicking <b>Cancel</b></i>
<b>Arrows</b> (up, down, left, right)	<i>moves the cursor within a field or between cells in a table</i>
<b>Ctrl+Home</b>	<i>moves the cursor from to the beginning of a file.</i>
<b>Ctrl+End</b>	<i>moves the cursor to the end of a file.</i>
<b>Ctrl+A</b>	<i>selects all text and/or objects for cutting, copying, or deleting.</i>
<b>Shift+arrow</b>	<i>selects text between the original cursor position and the final cursor position after the arrow moves</i>
<b>Ctrl+Z</b>	<i>reverses the last action taken; same as <b>Undo</b>.</i>
<b>Ctrl+X</b>	<i>cuts selected object or text and places it on the internal clipboard.</i>
<b>Ctrl+C</b>	<i>copies selected object or text onto the internal clipboard.</i>
<b>Ctrl+V</b>	<i>pastes object or text from the internal clipboard into file or application at the position of cursor.</i>

<b>Ctrl+P</b>	<i>brings up a print dialog box.</i>
<b>Alt+anything</b>	<i>execute the menu pick or button that has the given character underlined in its name, e.g. if there was a menu pick or button with name <b>Do <u>S</u>omething</b>, (note the underlined "S") you could execute this pick by typing <b>Alt-S</b></i>
<b>Alt+space</b>	<i>(that is, the space bar, not the letters "s", "p", etc) display the control menu for the current window; This allows you to close, maximize, or restore the window without using the mouse.</i>

## C. CONNECTING TO AFTOX

Perhaps the most common technical problem with ATOMS is difficulties connecting to AFTOX. Most of the problems can be resolved if you follow this step-by-step procedure.

1. Verify that you have the URL in Preferences correct. It should be <https://techdata.wpafb.af.mil/teststuff/aftox/atomsaftox.asp>. (Note the "teststuff" in the name is misleading. This isn't test, it's real.)
2. Attempt to connect to AFTOX using Internet Explorer instead of ATOMS. Bring up Internet Explorer. In the **Address** bar enter: <https://techdata.wpafb.af.mil/teststuff/aftox/atomsaftox.asp?todocode=1234&series=00-5>. (Instead of "1234" enter your own TODO code. You can enter any valid series but for our purposes here – just to see if you can connect – it doesn't really matter.)
3. Click **Go**. The screen should fill with a block of difficult-to-read data, but you should be able to see some TO numbers in it. If this is what you get, then you are successfully connecting to AFTOX: go to step 8. If you get error messages, then you are not connecting: go to step 4.
4. If you cannot connect: Verify that you have a dot-mil address. AFTOX security denies access to anyone who is not coming from a dot-mil. If you are at a contractor facility, you cannot connect directly to AFTOX. You must use the CD.
5. If you think you are a dot-mil, it may be that the network does not agree. Check with your local network people.
6. Otherwise, you have network connectivity problems that have nothing to do with ATOMS. You will have to resolve this with your local network people.
7. End checklist.
8. Connecting with Internet Explorer: The problem may be with your proxies. Set your ATOMS proxies as described in section 2.3.2.6 and try again. If it works now, great. Otherwise continue.
9. Your base may be setting proxies with a configuration script. In Internet Explorer, select **Tools > Internet Options > Connections > LAN Settings**. Find the check box labeled **Use automatic configuration script**. If this box is checked, ask your local network people for assistance in setting proxies.
10. If you have reached this step, this should mean that you can connect with Internet Explorer but not with ATOMS, and your proxies are correct. In this case, as a work-around you can get the data with Internet Explorer, save it to disk, and then point ATOMS to this disk file, as described in section 2.4.2. You should also contact the help desk and inform them of the problem.